DOCUMENT RESUME

ED 054 442	AC 010 761
TITLE	Adult Basic Education; Students' Progress Guide. Experimental Study for Evaluation and Proposed Revision.
INSTITUTION	Education Service Center Region 6, Huntsville, Tex.; Texas Education Agency, Austin.
SPONS AGENCY	Office of Education (DHEW), Washington, D.C.
NOTE	159p.
EDRS PRICE	MF-$0.65 HC-$6.58
DESCRIPTORS	*Academic Achievement; *Adult Basic Education; Guides; Part Time Teachers; *Skill Development; *Student Records; *Teaching Guides

ABSTRACT

The Adult Students' Guide is designed to assist the busy part-time Adult Basic Education Teacher maintain a continuous evaluation of individual student's progress. The guide presents an overview of the five curriculum areas in Adult Basic Education. The contents of the guide are: (1) instructions to teachers; (2) evaluation questionnaire; (3) general student information and attendance record; (4) skill tasks "Functional Context Learning"; (5) skills and concepts check list--communication skills, mathematics, citizenship and social concepts, science and health, and occupational and educational opportunities. (DB)

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~~Testing~~

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ADULT
BASIC
EDUCATION

STUDENTS PROGRESS
GUIDE

Experimental Study For Evaluation and Proposed Revision

Prepared By

EDUCATION SERVICE CENTER, REGION VI
Huntsville, Texas

In Cooperation with

THE TEXAS EDUCATION AGENCY

AC010761

The Project reported herein
was supported by a grant from the
U. S. Department of Health, Education and Welfare
Office of Education

TO: Adult Basic Education Teachers

FROM: W. Bryan Shaver, ABE Coordinator

DATE: February 15, 1970

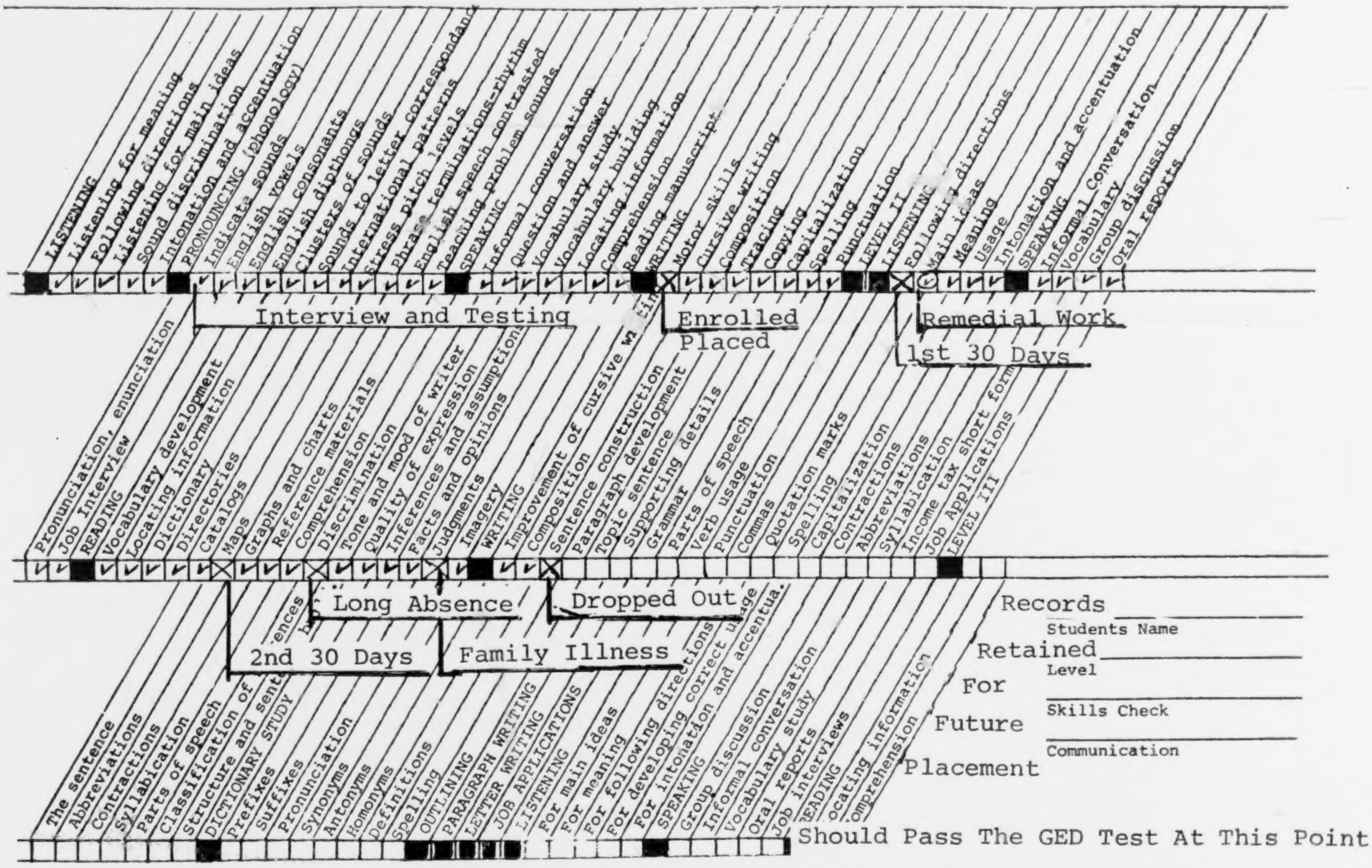
SUBJECT: Testing the Students Progress Guide

The Education Service Center Region VI has accepted responsibility for the development and field testing of ABE Teaching Materials.

The Adult Basic Education Students Progress Guide is for your use and evaluation during the current year. The idea is to provide you with a time saving method, requiring the minimum of mechanical effort to maintain a record of information about the ABE student in your class.

YOU CAN	MECHANICS
1. Keep placement of the record on enrollment in all skills.	✕
2. Keep a record of progress made and results of individualized instruction.	✓
3. Need for remedial work in a specific skill.	
4. Quickly identify the instructional materials programmed and functional for student needs.	✓⃝
5. Use the student information page as a basis for judgment concerning need for counseling.	

The example below includes some of the things that happen when you use the Guide.



ADULT BASIC EDUCATION
TEACHER TRAINING MATERIALS

The Education Service Center Region VI has accepted responsibility for the development and field testing of a Multi-Media Training Program for part-time ABE teachers, and to analyze Teaching Materials that are currently being used in Adult Basic Education programs. Curricular components will also be examined for revelance and effectiveness.

STUDENTS PROGRESS GUIDE

The eighty page 6 x 9" working record book with a cone binder will serve to maintain a progress record for 25 students. It will be field tested by 100/150 ABE teachers November 1969-March 1970.

Contents:

1. Instructions to teachers
2. Evaluation questionnaire
3. General student information and attendance record
4. Skill tasks "Functional Context Learning"
5. Skills and Concepts check list.
    a. Communication Skills, page 2
    b. Mathematics
    c. Citizenship and Social Concepts
    d. Science and Health
    e. Occupational and Educational Opportunities

INSTRUCTIONS TO TEACHERS

The Guide presents an over view of the five curriculum areas in Adult Basic Education.

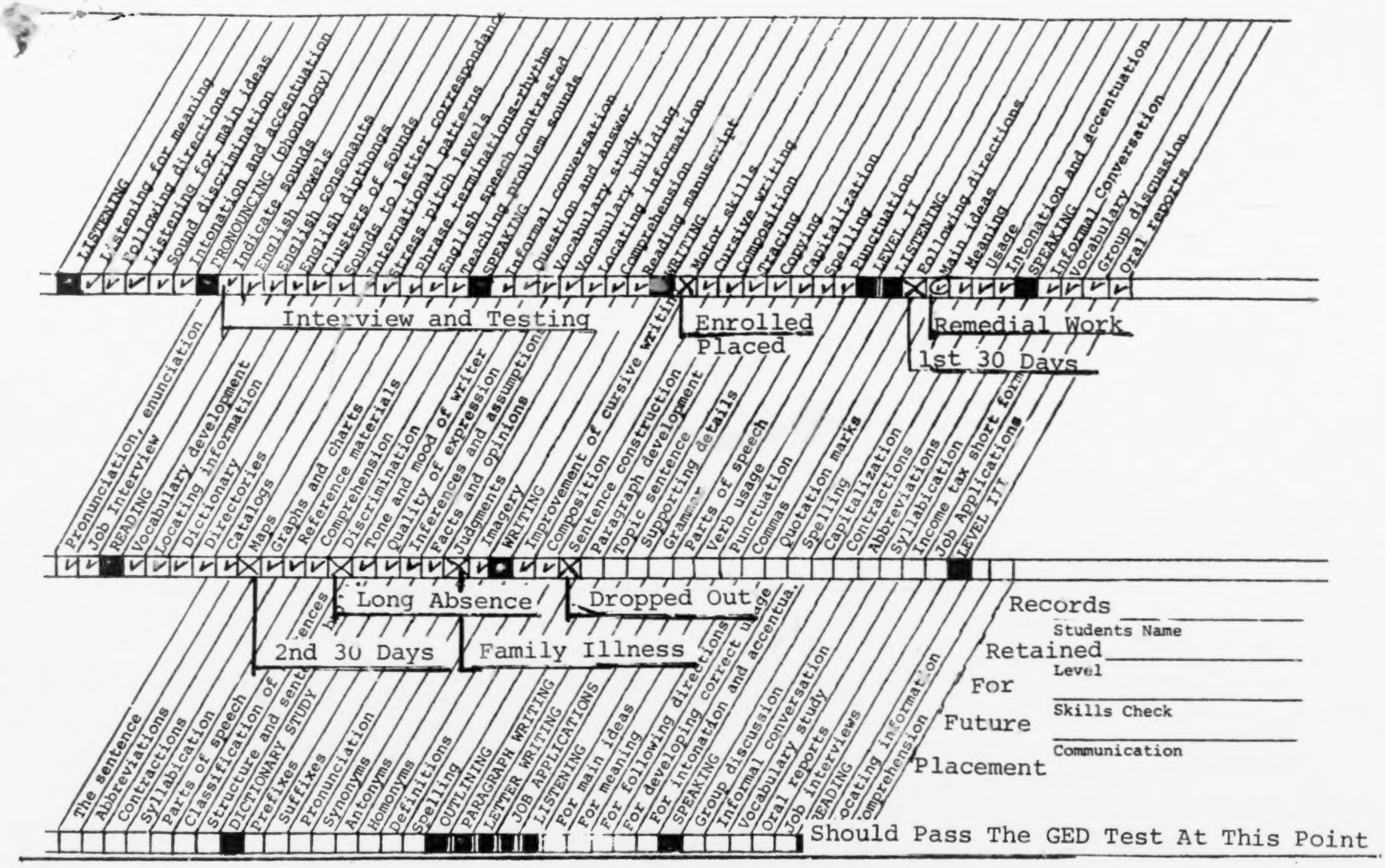
Procedure:

1. Check each instructional area in the guide to record an estimate of the ability level of the individual student. Begin instruction at this level.
2. Check the guide at regular intervals to maintain a record of the students progress in basic skills and concepts.
3. Check the guide (circle the check mark) when a student develops a weakness in a basic skill or concept that blocks his progress. Provide remedial work in that skill or concept and overcome the deficiency.
4. Use information reflected by the guide as a starting point to develop techniques in individualized instruction.
5. Use the guide to quickly identify materials needed by the individual student.
6. Use the guide to identify students with excessive loss of recall or skill ability.
7. Use the guide as a basis for judgment to place a student returning to classes after a short or long absence.
8. Please read the evaluation sheet on page (two) at the beginning and at the end of the period of time you use the Students Progress Guide. Complete the evaluation and return the guide at the end of the 1970 Spring term to:

W. Bryan Shaver
A.B.E. Coordinator

Education Service Center
P. O. Box 336
Huntsville, Texas 77340

Note:
Mark the X with an X at the end of each 30 days.



TEACHER TRAINING MATERIALS

THE PURPOSE AND DESIGN IS TO MAKE AVAILABLE ORGANIZED SELF-INSTRUCTIONAL AND/OR WORKSHOP MULTI-MEDIA MATERIALS FOR THE TRAINING OF PART-TIME ABE TEACHERS.

1. Packaged by sections

2. Single sections for use by
   a. Teachers for self-instruction
   b. Program directors planning a workshop
   c. Teacher trainers planning a workshop
   d. Director of a workshop

3. Supplement to each single section
   a. Provides materials for one or 25 ABE teachers attending a workshop.

4. Availability
   a. Media Library, Region VI Service Center, Huntsville, Texas.
   b. Materials in the single section are returned intact to the Media Library.
   c. Materials are in the supplement for ABE teachers to keep and in most cases use in their work.
   d. Materials developed by or identified for dissemination by the ABE State Office may be included in the supplement.

For example: Studies sponsored by the State Office that have limited publication may be included in the single section for teachers use in a workshop. A part of any study that is of great value to the teacher may be duplicated and distributed thru the supplement to a single section.

THIS BOOK PROPERTY OF
ABE MATERIALS LIBRARY
INVENTORY NO. ________

INSTRUCTIONS TO TEACHERS

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The Guide presents an over view of the five curriculum areas in Adult Basic Education.

Procedure:

1. Check each instructional area in the guide to record an estimate of the ability level of the individual student. Begin instruction at this level.
2. Check the guide at regular intervals to maintain a record of the students progress in basic skills and concepts.
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5. Use the guide to quickly identify materials needed by the individual student.
6. Use the guide to identify students with excessive loss of recall or skill ability.
7. Use the guide as a basis for judgment to place a student returning to classes after a short or long absence.
8. Please read the evaluation sheet on page (two) at the beginning and at the end of the period of time you use the Student Progress Guide. Complete the evaluation and return the guide at the end of the 1970 Spring term to:

W. Bryan Shaver
A.B.E. Coordinator

Education Service Center
P. O. Box 336
Huntsville, Texas 77340

Note:
Mark the ☒ with an x at the end of each 30 days.

SKILLS TASKS

Below list the skills tasks most frequently needed as used by each of your students and a learning exercise to obtain or improve the student's proficiency. "Functional context learning".

STUDENT'S LAST NAME AND OCCUPATION EXAMPLE:	SKILLS TASKS MOST FREQUENTLY NEEDED OR USED	LEARNING EXERCISE TO IMPROVE PROFICIENCY
J. Blair - Truck Driver	Reads trip ticket, bill of laden	Use forms he uses to teach reading and math skills
J. Cain - Auto Mechanic	Reads job order, parts manuals	Use forms he uses to teach reading and math skills

STUDENTS PROGRESS GUIDE QUESTIONNAIRE

Personal Data

1. Name____
Last First M.I.

School District____________________________________

2. Number of ABE classes that you teach.
a.__________ b. Number enrolled___________

3. Certificate held and regular school assignment this year.
a.__________ b.___________

4. Years of teaching experience.
a.___________

DIRECTIONS: Mark an X beneath the descriptor which best indicates your personal attitude toward each statement on the following pages. Make only one response for each statement. There are seven statements.

1. The Student Progress Guide assists the teacher to locate a student at various levels of achievement in the five curriculum areas.

Strongly Disagree	Slightly Disagree	Disagree	Agree	Slightly Agree	Strongly Agree

2. The Students Progress Guide is a good method of recording student progress.

Strongly Disagree	Slightly Disagree	Disagree	Agree	Slightly Agree	Strongly Agree

3. The Students Progress Guide provides an easy method to track a student who needs remedial work in a specific area.

Strongly Disagree	Slightly Disagree	Disagree	Agree	Slightly Agree	Strongly Agree

4. The Students Progress Guide provides a quick reference point to determine when individual instruction is needed by the student.

Strongly Disagree	Slightly Disagree	Disagree	Agree	Slightly Agree	Strongly Agree

5. The Students Progress Guide helps to identify students who experience a high rate of regression.

Strongly Disagree	Slightly Disagree	Disagree	Agree	Slightly Agree	Strongly Agree

6. The Students Progress Guide helps the teacher place a student who has been absent.

Strongly Disagree	Slightly Disagree	Disagree	Agree	Slightly Agree	Strongly Agree

7. I would like to see the Students Progress Guide made available to teachers of Adult Basic Education.

Strongly Disagree	Slightly Disagree	Disagree	Agree	Slightly Agree	Strongly Agree

Your constructive suggestions that will improve the Students Program Guide are invited.

Name ______ Sex: M F Telephone ______
(Last) (First) (Middle)

Address ______ Birthdate ______

HEALTH

Vision ______

Hearing ______

No. Visits to Doctor/Yr. ______

MISCELLANEOUS

Citizen: Yes No

Transportation: ______

Driver's License: Yes No

Ethnic Origin: ______

Automobile: Yes No

Employment: FT PT None

Registered to Vote: Yes No

Time on Job: ______

Subscriptions: Paper Magazine Other Radio TV

Who Informed You of ABE: ______

FAMILY ENVIRONMENT

Marital Status ______ Spouse's Name ______ His (Her) Occupation ______

Children: Number ______ Ages ______ No. in School ______

Enrollment Date ______ Termination Date ______

Reason for Termination ______

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ jrs.

Students Name ____________

Level ____________

Skills Check ____________

Communication ____________

☐ LISTENING
☐ Listening for meaning
☐ Following directions
☐ Listening for main ideas
☐ Sound discrimination
☐ Intonation and accentuation
☐ PRONOUNCING (phonology)
☐ Indicate sounds
☐ English vowels
☐ English consonants
☐ English dipthongs
☐ Clusters of sounds
☐ Sounds to letter correspondance
☐ International patterns
☐ Stress pitch levels
☐ Phrase terminations-rhythm
☐ English speech contrasted
☐ Teaching problem sounds
☐ SPEAKING
☐ Informal conversation
☐ Question and answer
☐ Vocabulary study
☐ Vocabulary building
☐ Locating information
☐ Comprehension
☐ Reading manuscript
☐ WRITING
☐ Motor skills
☐ Cursive writing
☐ Composition
☐ Tracing
☐ Copying
☐ Capitalization
☐ Spelling
☐ Punctuation
☐ LEVEL II
☐ LISTENING
☐ Following directions
☐ Main ideas
☐ Meaning
☐ Usage
☐ Intonation and accentuation
☐ SPEAKING
☐ Informal Conversation
☐ Vocabulary
☐ Group discussion
☐ Oral reports

☐ Pronunciation, enunciation
☐ Job Interview
☐ READING
☐ Vocabulary development
☐ Locating information
☐ Dicting information
☐ Dictionary
☐ Directories
☐ Catalogs
☐ Maps
☐ Graphs and charts
☐ Reference materials
☐ Comprehension
☐ Discrimination
☐ Tone and mood of writer
☐ Quality of expression
☐ Inferences and assumptions
☐ Facts and opinions
☐ Judgments
☐ Imagery
☐ WRITING
☐ Improvement of cursive writing
☐ Composition
☐ Sentence construction
☐ Paragraph development
☐ Topic sentence
☐ Supporting details
☐ Grammar
☐ Parts of speech
☐ Verb usage
☐ Punctuation
☐ Commas
☐ Quotation marks
☐ Spelling
☐ Capitalization
☐ Contractions
☐ Abbreviations
☐ Syllabication
☐ Income tax short forms
☐ Job Applications
☐ LEVEL III

☐ The sentence
☐ Abbreviations
☐ Contractions
☐ Syllabication
☐ Parts of speech
☐ Classification of sentences
☐ Structure and sentence build.
☐ DICTIONARY STUDY
☐ Prefixes
☐ Suffixes
☐ Pronunciation
☐ Synonyms
☐ Antonyms
☐ Homonyms
☐ Definitions
☐ Spelling
☐ OUTLINING
☐ PARAGRAPH WRITING
☐ LETTER WRITING
☐ JOB APPLICATIONS
☐ LISTENING
☐ For main ideas
☐ For meaning
☐ For following directions
☐ For developing correct usage
☐ For intonation and accentua.
☐ SPEAKING
☐ Group discussion
☐ Informal conversation
☐ Vocabulary study
☐ Oral reports
☐ Job interviews
☐ READING
☐ Locating information
☐ Comprehension

■ NUMBER THEORY
☐ Greater than
☐ Less than
☐ RECOGNIZE, WRITE, AND USE NUMBERS
☐ 0-9
☐ 10-100
☐ Place value
☐ Interpret written numbers into numerals
☐ Interpret numerals into written words
■ ADDITION
☐ One digit numbers both vertical and horizontal
☐ Two digit numbers
☐ Two digit numbers - regrouping - vertical and horizontal
☐ Three rows of three digit numbers
☐ Four digit numbers
☐ Columnar addition
■ SUBTRACTION
☐ One digit numbers both vertical and horizontal
☐ Two digit numbers and checking
☐ Two digit numbers and regrouping
☐ Three digit numbers
☐ Four digit numbers
■ MULTIPLICATION
☐ One digit numbers
☐ Three digits by one digit no carrying
☐ Three by one digit - including carrying
☐ Dollars by one digit
☐ Three digits by two digits
☐ Three digits by
■ DIVISION
☐ One digit numbers
☐ Two digits by one digit - no remainder
☐ One-two digit dividends by one digit divisor - remainder
☐ Three digits by two digits

■ INTERPRETING WORD PROBLEMS
☐ Student written problems
☐ Word problems with simple addition
☐ Word problems with subtraction
☐ Word problems with addition and subtraction
☐ Word problems with multiplication
☐ Word problems with division
☐ Word problems combining operations
■ FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
☐ Speed
☐ Time
☐ Distance
■ GEOMETRY
☐ Location of places by number
☐ Area and square units: squares, rectangles, and triangles
☐ Volume
☐ Circles - area and circumference
■ FRACTIONS
☐ Greater than and less than
☐ Addition and subtraction of like fractions
☐ Multiplication
☐ Division
☐ Addition and subtraction of unlike fractions and mixed numbers
☐ Mixed operations
☐ Fractional and mixture pro-
■ DECIMALS
☐ Read and write decimals
☐ Change fractions to decimals and decimals to fractions
☐ Addition
☐ Subtractions
☐ Multiplication
☐ Division

■ PERCENT
☐ Read and write percent
☐ Change percents to decimals and decimals to fractions
☐ Find what percent one number is of another
☐ Percents larger than 100
☐ Find a number of which a percent is given
■ CONSUMER BUYING
☐ Installment buying
☐ Budgeting including income and fixed expenses
☐ Values in purchasing
☐ Time, as related to earning power, workday, time clock, and time and a half overtime
☐ Discount prices
☐ Taxes
☐ Profit and loss
■ GED PREPARATION
☐ Squares and square root
☐ Series arithmetic, geometric miscellaneous
☐ Addition and subtractions of monomials and binomials
☐ Factoring binomials and trinomials
☐ Quadratic formula
☐ Logarithms, base ten, use of tables
☐ GED preparation (con't)
☐ Ratio and proportion
☐ Congruent angles, triangles quadrilaterals, right isosceles equilateral trianles
☐ Parallel lines, transversals and parallelograms
☐ Area of a trapezoid
☐ Circles - chords and arcs

Students Name ____________

Level ____________

Skills check in Mathematics

■ CONCEPTS, SERVICE TO COMMUNITY
☐ Volunteer fireman
☐ Volunteer policeman
☐ Public office
☐ Community projects
☐ Health and welfare
☐ Recreation leaders
■ SERVICE TO STATE AND NATION
☐ Jury duty
☐ Public Office
☐ Voting
■ CONCEPTS, BECOMING AN AMERICAN
☐ Preparing for the naturalization
☐ Literary requirements
☐ Applying for citizenship
☐ Filing for citizenship
☐ Taking the naturalization test
☐ Oath of allegiance
☐ Continuing citizenship obligations
☐ Concepts, organization of government
☐ Local
☐ State
☐ Federal
☐ Welfare services
☐ Social security
☐ Medicare
☐ Education
☐ Health
■ SOURCES OF REVENUE
☐ Local
☐ State
☐ Federal government
■ RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
☐ Executive
☐ Judicial
☐ Legislative

■ CITIZEN'S LEGAL RESPONSIBILITIES
☐ Community
☐ State
☐ Nation
☐ Need for taxation at all levels
■ COMMUNITY SERVICE
☐ Police department
☐ Fire department
☐ Water department
☐ Sanitation department
☐ Streets and maintenance department
☐ Zoning of city
☐ Libraries within the city or county
☐ Parks
☐ Social security, medicare, A.D.C.
☐ Civil defense
☐ Military services
☐ Public education, including adult education
☐ Federal and state highways
☐ National and state parks
☐ Federal, state, and community administration
■ CITIZEN'S LEGAL RIGHTS
☐ The bill of rights
☐ Freedom of religion
☐ Press
☐ Speech
☐ Assembly
☐ Petition
☐ The right to bear arms
☐ Freedom from search

☐ Protection of accused
☐ Rights of accused persons
☐ Trial by jury
☐ No excessive fines or cruel punishment
☐ Protection of minority groups
☐ Right to vote
■ THREE TYPES OF LAW
☐ Common law
☐ Statutory law
☐ Administrative law
☐ HOW LAW AFFECTS THE CITIZEN
☐ Contracts
☐ Business
☐ Marriage and divorce
☐ Employer and employee
☐ Buying and selling
☐ Agency contracts
☐ Bailment contracts
■ CIVIL LAWS
☐ Rights to protect himself and his property
☐ Auto accidents
☐ Injuries "on the job"
☐ Injury to property
☐ Injury to personal liberty
☐ Unlawful arrest
☐ Threat by assualt
☐ False imprisonment
☐ Injury to reputation through libel or slander

Students Name ______________________

Level ______________________

Skills Check in Socials and citizenship

- GETTING ACQUAINTED
- Getting to know each other
- Jobs we can do
- JOBS OF TODAY
- Specific development
- Importance of new job skills
- Training and re-training
- EMPLOYMENT SERVICES
- Use of public agencies
- Varied services of private agencies
- EMPLOYMENT INTERVIEWS
- Why interview
- Interview preparation
- Interview behavior
- PREPARING JOB APPLICATION BLANKS
- Purpose
- General information on job application
- Specific information
- Job application
- Employment agency application
- Social security number application

- GETTING ALONG ON THE JOB
- Doing the job
- Developing good work habits
- Working with others
- RESPONSIBILITIES ON THE JOB
- Qualities that succeed on the job
- Accepting job responsibilities
- Moving ahead on the job
- Vocational
- Occupational
- Educational

Students Name ____________

Level ____________

Occupational and Educational Opportunities ____________

Students Name ____________

Level ____________

Skills check in Science and Health ____________

- ■ SCIENCE
- ☐ Weather and climate
- ☐ Environmental influences
- ☐ Weather hazards
- ☐ Forecasting weather
- ☐ Precipitation
- ■ WATER PURIFICATION AND SOLVENTS
- ☐ Distillation
- ☐ Chlorination
- ☐ Filtration
- ☐ Boiling
- ☐ Recognition of polluted water
- ■ SOLVENTS
- ☐ Acetone
- ☐ Gasoline
- ☐ Turpentine
- ☐ Vinegar
- ■ EARTH FORMATION
- ☐ Rocks and minerals
- ☐ Oil and gas
- ☐ Timber
- ☐ Water
- ■ THE FIVE SENSES
- ☐ Sight
- ☐ Hearing
- ☐ Smell
- ☐ Taste
- ☐ Touch
- ■ SIMPLE MACHINES
- ☐ Lever
- ☐ Inclined plane
- ☐ Pulley
- ☐ Wheel and axle
- ☐ Wedge
- ☐ Screw
- ☐ Compass
- ☐ Terminology in electricity
- ■ HEALTH
- ☐ Cleanliness
- ☐ Hair
- ☐ Nails
- ☐ Proper bath
- ☐ Halitosis
- ☐ Clothing
- ☐ House
- ☐ Yard
- ☐ Disposal of garbage
- ☐ Pest control
- ☐ Care of eyes
- ☐ Ears
- ☐ Teeth
- ☐ Feet
- ☐ Skin
- ■ BASIC FOODS
- ☐ Balanced diet
- ☐ Milk
- ☐ Meat
- ☐ Vegetables and fruits
- ☐ Bread and cereal groups
- ☐ Recognition of spoiled food
- ☐ Meal planning
- ☐ Nutritional control
- ■ HEALTH NEEDS
- ☐ Inoculation
- ☐ Measles
- ☐ Polio
- ☐ Mumps
- ☐ Diptheria
- ☐ Small pox
- ☐ Tetanus
- ☐ Whooping cough
- ☐ Colds and flu
- ■ PERIODIC CHECK-UPS
- ☐ Cancer
- ☐ Tuberculosis
- ☐ Blood count
- ☐ Venereal disease
- ☐ Superstitions
- ☐ "Old wives tales"
- ☐ Home remedies (good and bad)
- ☐ Healers
- ☐ Prescriptions
- ☐ Patent medicines
- ☐ Other people's medicines
- ■ INSECT AND REPTILE HAZARDS
- ☐ Spiders
- ☐ Ticks
- ☐ Snakes
- ☐ Scorpions
- ☐ Mosquitoes
- ☐ Lice
- ■ BIRTH CONTROL
- ☐ Health hazards
- ☐ Reading labels and direc-
- ☐ Storing
- ☐ Identifying dangerous symbols
- ☐ Using drugs and medicines
- ☐ Using inflammables safely
- ☐ Handling electrical appliances
- ☐ Water dangers
- ☐ Recreational
- ☐ Water purification
- ☐ Household pets
- ☐ Dogs (rabies)
- ☐ Cats (ringworms & rabies)
- ☐ Rabbits (encephalitis)
- ■ OCCUPATIONAL HAZARDS
- ☐ Tools
- ☐ Machinery
- ☐ Recognize insecticides
- ☐ Decontamination of vegetables
- ☐ Exposure to insecticides
- ■ COMMUNITY HAZARDS
- ☐ Drainage
- ☐ Street conditions
- ☐ Power lines and plants
- ☐ Railroad crossings
- ☐ Abandoned buildings

Name ________________________________ Sex: M F Telephone ____________
(Last) (First) (Middle)

Address ________________________________ Birthdate ____________

HEALTH

MISCELLANEOUS

Vision ____________ Citizen: Yes No ____________ Transportation: ____________

Hearing ____________ Driver's License: Yes No ____________ Ethnic Origin: ____________

No. Visits to Doctor/Yr. ____________ Automobile: Yes No ____________ Employment: FT PT None ____________

____________ Registered to Vote: Yes No ____________ Time on Job: ____________

____________ Subscriptions: Paper Magazine Other ____________ Radio TV ____________

____________ Who Informed You of ABE: ____________

FAMILY ENVIRONMENT

Marital Status ____________ Spouse's Name ____________ His (Her) Occupation ____________

Children: Number ____________ Ages ____________ No. in School ____________

____

Enrollment Date ____________ Termination Date ____________

Reason for Termination ________________________________

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ jrs.

____

____

Students Name ____________

Level ____________

Skills Check ____________

Communication ____________

- ■ LISTENING
- ☐ Listening for meaning
- ☐ Following directions
- ☐ Listening for main ideas
- ☐ Sound discrimination
- ☐ Intonation and accentuation
- ■ PRONOUNCING (phonology)
- ☐ Indicate sounds
- ☐ English vowels
- ☐ English consonants
- ☐ English dipthongs
- ☐ Clusters of sounds
- ☐ Sounds to letter correspondance
- ☐ International patterns
- ☐ Stress pitch levels
- ☐ Phrase terminations-rhythm
- ☐ English speech contrasted
- ☐ Teaching problem sounds
- ■ SPEAKING
- ☐ Informal conversation
- ☐ Question and answer
- ☐ Vocabulary study
- ☐ Vocabulary building
- ☐ Locating information
- ☐ Comprehension
- ☐ Reading manuscript
- ■ WRITING
- ☐ Motor skills
- ☐ Cursive writing
- ☐ Composition
- ☐ Tracing
- ☐ Copying
- ☐ Capitalization
- ☐ Spelling
- ☐ Punctuation
- ■ LEVEL II
- ■ LISTENING
- ☐ Following directions
- ☐ Main ideas
- ☐ Meaning
- ☐ Usage
- ☐ Intonation and accentuation
- ■ SPEAKING
- ☐ Informal Conversation
- ☐ Vocabulary
- ☐ Group discussion
- ☐ Oral reports

- ☐ Pronunciation, enunciation
- ☐ Job Interview
- ■ READING
- ☐ Vocabulary
- ☐ Vocabulary development
- ☐ Locating information
- ☐ Dictionary
- ☐ Directories
- ☐ Catalogs
- ☐ Maps
- ☐ Graphs and charts
- ☐ Reference materials
- ☐ Comprehension
- ☐ Discrimination
- ☐ Tone and mood of writer
- ☐ Quality of expression
- ☐ Inferences and assumptions
- ☐ Facts and opinions
- ☐ Judgments
- ☐ Imagery
- ■ WRITING
- ☐ Improvement of cursive writing
- ☐ Composition
- ☐ Sentence construction
- ☐ Paragraph development
- ☐ Topic sentence
- ☐ Supporting details
- ☐ Grammar
- ☐ Parts of speech
- ☐ Verb usage
- ☐ Punctuation
- ☐ Commas
- ☐ Quotation marks
- ☐ Spelling
- ☐ Capitalization
- ☐ Contractions
- ☐ Abbreviations
- ☐ Syllabication
- ☐ Income tax short forms
- ☐ Job Applications
- ■ LEVEL III

- ☐ The sentence
- ☐ Abbreviations
- ☐ Contractions
- ☐ Syllabication
- ☐ Parts of speech
- ☐ Classification of sentences
- ☐ Structure and sentence build.
- ■ DICTIONARY STUDY
- ☐ Prefixes
- ☐ Suffixes
- ☐ Pronunciation
- ☐ Synonyms
- ☐ Antonyms
- ☐ Homonyms
- ☐ Definitions
- ☐ Spelling
- ■ OUTLINING
- ■ PARAGRAPH WRITING
- ■ LETTER WRITING
- ■ JOB APPLICATIONS
- ☐ LISTENING
- ☐ For main ideas
- ☐ For meaning
- ☐ For following directions
- ☐ For developing correct usage
- ☐ For intonation and accentua.
- ■ SPEAKING
- ☐ Group discussion
- ☐ Informal conversation
- ☐ Vocabulary study
- ☐ Oral reports
- ☐ Job interviews
- ■ READING
- ☐ Locating information
- ☐ Comprehension

NUMBER THEORY
Greater than
Less than
RECOGNIZE, WRITE, AND USE NUMBERS
0-9
10-100
Place value
Interpret written numbers into numerals
Interpret numerals into written words
ADDITION
One digit numbers both vertical and horizontal
Two digit numbers
Two digit numbers - regrouping - vertical and horizontal
Three rows of three digit numbers
Four digit numbers
Columnar addition
SUBTRACTION
One digit numbers both vertical and horizontal
Two digit numbers and checking
Two digit numbers and regrouping
Three digit numbers
Four digit numbers
MULTIPLICATION
One digit numbers
Three digits by one digit no carrying
Three by one digit - including carrying
Dollars by one digit
Three digits by two digits
Three digits by
DIVISION
One digit numbers
Two digits by one digit - no remainder
One-two digit dividends by one digit divisor - remainder
Three digits by two digits

INTERPRETING WORD PROBLEMS
Student written problems
Word problems with simple addition
Word problems with subtraction
Word problems with addition and subtraction
Word problems with multiplication
Word problems with division
Word problems combining operations
FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
Speed
Time
Distance
GEOMETRY
Location of places by number
Area and square units: squares, rectangles, and triangles
Volume
Circles - area and circumference
FRACTIONS
Greater than and less than
Addition and subtraction of like fractions
Multiplication
Division
Addition and subtraction of unlike fractions and mixed numbers
Mixed operations
Fractional and mixture problems
DECIMALS
Read and write decimals
Change fractions to decimals and decimals to fractions
Addition
Subtractions
Multiplication
Division

PERCENT
Read and write percent
Change percents to decimals and decimals to fractions
Find what percent one number is of another
Percents larger than 100
Find a number of which a percent is given
CONSUMER BUYING
Installment buying
Budgeting including income and fixed expenses
Values in purchasing
Time, as related to earning power, workday, time clock, and time and a half overtime
Discount prices
Taxes
Profit and loss
GED PREPARATION
Squares and square root
Series arithmetic, geometric miscellaneous
Addition and subtractions of monomials and binomials
Factoring binomials and trinomials
Quadratic formula
Logarithms, base ten, use of tables
GED preparation (con't)
Ratio and proportion
Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
Parallel lines, transversals and parallelograms
Area of a trapezoid
Circles - chords and arcs

Students Name ________

Level ________

Skills check in Mathematics

■ CONCEPTS, SERVICE TO COMMUNITY
☐ Volunteer fireman
☐ Volunteer policeman
☐ Public office
☐ Community projects
☐ Health and welfare
☐ Recreation leaders
■ SERVICE TO STATE AND NATION
☐ Jury duty
☐ Public Office
☐ Voting
■ CONCEPTS, BECOMING AN AMERICAN
☐ Preparing for the naturalization
☐ Literary requirements
☐ Applying for citizenship
☐ Filing for citizenship
☐ Taking the naturalization test
☐ Oath of allegiance
☐ Continuing citizenship obligations
☐ Concepts, organization of government
☐ Local
☐ State
☐ Federal
☐ Welfare services
☐ Social security
☐ Medicare
☐ Education
☐ Health
■ SOURCES OF REVENUE
☐ Local
☐ State
☐ Federal government
■ RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
☐ Executive
☐ Judicial
☐ Legislative

■ CITIZEN'S LEGAL RESPONSIBILITIES
☐ Community
☐ State
☐ Nation
☐ Need for taxation at all levels
■ COMMUNITY SERVICE
☐ Police department
☐ Fire department
☐ Water department
☐ Sanitation department
☐ Streets and maintenance department
☐ Zoning of city
☐ Libraries within the city or county
☐ Parks
☐ Social security, medicare, A.D.C.
☐ Civil defense
☐ Military services
☐ Public education, including adult education
☐ Federal and state highways
☐ National and state parks
☐ Federal, state, and community administration
■ CITIZEN'S LEGAL RIGHTS
☐ The bill of rights
☐ Freedom of religion
☐ Press
☐ Speech
☐ Assembly
☐ Petition
☐ The right to bear arms
☐ Freedom from search

☐ Protection of accused
☐ Rights of accused persons
☐ Trial by jury
☐ No excessive fines or cruel punishment
☐ Protection of minority groups
☐ Right to vote
■ THREE TYPES OF LAW
☐ Common law
☐ Statutory law
☐ Administrative law
☐ HOW LAW AFFECTS THE CITIZEN
☐ Contracts
☐ Business
☐ Marriage and divorce
☐ Employer and employee
☐ Buying and selling
☐ Agency contracts
☐ Bailment contracts
■ CIVIL LAWS
☐ Rights to protect himself and his property
☐ Auto accidents
☐ Injuries "on the job"
☐ Injury to property
☐ Injury to personal liberty
☐ Unlawful arrest
☐ Threat by assualt
☐ False imprisonment
☐ Injury to reputation through libel or slander

Students Name ______________

Level ______________

Skills Check in Socials and citizenship

- ■ GETTING ACQUAINTED
- ☐ Getting to know each other
- ■ JOBS we can do
- ☐ JOBS OF TODAY
- ☐ Specific development
- ☐ Importance of new job skills
- ☐ Training and re-training
- ■ EMPLOYMENT SERVICES
- ☐ Use of public agencies
- ☐ Varied services of private agencies
- ■ EMPLOYMENT INTERVIEWS
- ☐ Why interview
- ☐ Interview preparation
- ■ Interview behavior
- ■ PREPARING JOB APPLICATION BLANKS
- ☐ Purpose
- ☐ General information on job application
- ☐ Specific information
- ☐ Job application
- ☐ Employment agency application
- ☐ Social security number application

- ■ GETTING ALONG ON THE JOB
- ☐ Doing the job
- ☐ Developing good work habits
- ■ Working with others
- ■ RESPONSIBILITIES ON THE JOB
- ☐ Qualities that succeed on the job
- ☐ Accepting job responsibilities
- ☐ Moving ahead on the job
- ☐ Vocational
- ☐ Occupational
- ☐ Educational

Students Name ______________

Level ______________

Occupational and Educational Opportunities ______________

Students Name ____________

Level ____________

Skills check in Science and Health ____________

- ■ SCIENCE
- ☐ Weather and climate
- ☐ Environmental influences
- ☐ Weather hazards
- ☐ Forecasting weather
- ☐ Precipitation
- ■ WATER PURIFICATION AND SOLVENTS
- ☐ Distillation
- ☐ Chlorination
- ☐ Filtration
- ☐ Boiling
- ☐ Recognition of polluted water
- ■ SOLVENTS
- ☐ Acetone
- ☐ Gasoline
- ☐ Turpentine
- ☐ Vinegar
- ■ EARTH FORMATION
- ☐ Rocks and minerals
- ☐ Oil and gas
- ☐ Timber
- ☐ Water
- ■ THE FIVE SENSES
- ☐ Sight
- ☐ Hearing
- ☐ Smell
- ☐ Taste
- ☐ Touch
- ■ SIMPLE MACHINES
- ☐ Lever
- ☐ Inclined plane
- ☐ Pulley
- ☐ Wheel and axle
- ☐ Wedge
- ☐ Screw
- ☐ Compass
- ☐ Terminology in electricity
- ■ HEALTH
- ☐ Cleanliness
- ☐ Hair
- ☐ Nails
- ☐ Proper bath
- ☐ Halitosis
- ☐ Clothing
- ☐ House
- ☐ Yard
- ☐ Disposal of garbage
- ☐ Pest control
- ☐ Care of eyes
- ☐ Ears
- ☐ Teeth
- ☐ Feet
- ☐ Skin
- ■ BASIC FOODS
- ☐ Balanced diet
- ☐ Milk
- ☐ Meat
- ☐ Vegetables and fruits
- ☐ Bread and cereal groups
- ☐ Recognition of spoiled food
- ☐ Meal planning
- ☐ Nutritional control
- ■ HEALTH NEEDS
- ☐ Inoculation
- ☐ Measles
- ☐ Polio
- ☐ Mumps
- ☐ Diptheria
- ☐ Small pox
- ☐ Tetanus
- ☐ Whooping cough
- ☐ Colds and flu
- ■ PERIODIC CHECK-UPS
- ☐ Cancer
- ☐ Tuberculosis
- ☐ Blood count
- ☐ Venereal disease
- ☐ Superstitions
- ☐ "Old wives tales"
- ☐ Home remedies (good and bad)
- ☐ Healers
- ☐ Prescriptions
- ☐ Patent medicines
- ☐ Other people's medicines
- ■ INSECT AND REPTILE HAZARDS
- ☐ Spiders
- ☐ Ticks
- ☐ Snakes
- ☐ Scorpions
- ☐ Mosquitoes
- ☐ Lice
- ■ BIRTH CONTROL
- ☐ Health hazards
- ☐ Reading labels and directions
- ☐ Storing
- ☐ Identifying dangerous symbols
- ☐ Using drugs and medicines
- ☐ Using inflammables safely
- ☐ Handling electrical appliances
- ☐ Water dangers
- ☐ Recreational
- ☐ Water purification
- ☐ Household pets
- ☐ Dogs (rabies)
- ☐ Cats (ringworms & rabies)
- ☐ Rabbits (encephalitis)
- ■ OCCUPATIONAL HAZARDS
- ☐ Tools
- ☐ Machinery
- ☐ Recognize insecticides
- ☐ Decontamination of vegetables
- ☐ Exposure to insecticides
- ■ COMMUNITY HAZARDS
- ☐ Drainage
- ☐ Street conditions
- ☐ Power lines and plants
- ☐ Railroad crossings
- ☐ Abandoned buildings

Name ______ Sex: M F Telephone ______
(Last) (First) (Middle)
Address ______ Birthdate ______

HEALTH

MISCELLANEOUS

Vision ______ Citizen: Yes No ______ Transportation: ______
Hearing ______ Driver's License: Yes No ______ Ethnic Origin: ______
No. Visits to Doctor/Yr. ______ Automobile: Yes No ______ Employment: FT PT None ______
______ Registered to Vote: Yes No ______ Time on Job: ______
______ Subscriptions: Paper Magazine Other ______ Radio TV ______
______ Who Informed You of ABE: ______

FAMILY ENVIRONMENT

Marital Status ______ Spouse's Name ______ His (Her) Occupation ______
Children: Number ______ Ages ______ No. in School ______

Enrollment Date ______ Termination Date ______
Reason for Termination ______

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ jrs.

- ■ LISTENING
- ☐ Listening for meaning
- ☐ Following directions
- ☐ Listening for main ideas
- ☐ Sound discrimination
- ☐ Intonation and accentuation
- ■ PRONOUNCING (phonology)
- ☐ Indicate sounds
- ☐ English vowels
- ☐ English consonants
- ☐ English dipthongs
- ☐ Clusters of sounds
- ☐ Sounds to letter correspondance
- ☐ International patterns
- ☐ Stress pitch levels
- ☐ Phrase terminations-rhythm
- ☐ English speech contrasted
- ☐ Teaching problem sounds
- ■ SPEAKING
- ☐ Informal conversation
- ☐ Question and answer
- ☐ Vocabulary study
- ☐ Vocabulary building
- ☐ Locating information
- ☐ Comprehension
- ☐ Reading manuscript
- ■ WRITING
- ☐ Motor skills
- ☐ Cursive writing
- ☐ Composition
- ☐ Tracing
- ☐ Copying
- ☐ Capitalization
- ☐ Spelling
- ☐ Punctuation
- ■ LEVEL II
- ■ LISTENING
- ☐ Following directions
- ☐ Main ideas
- ☐ Meaning
- ☐ Usage
- ☐ Intonation and accentuation
- ■ SPEAKING
- ☐ Informal Conversation
- ☐ Vocabulary
- ☐ Group discussion
- ☐ Oral reports
- ☐ Pronunciation, enunciation
- ☐ Job Interview
- ■ READING
- ☐ Vocabulary development
- ☐ Locating information
- ☐ Dictionary
- ☐ Directories
- ☐ Catalogs
- ☐ Maps
- ☐ Graphs and charts
- ☐ Reference materials
- ☐ Comprehension
- ☐ Discrimination
- ☐ Tone and mood of writer
- ☐ Quality of expression
- ☐ Inferences and assumptions
- ☐ Facts and opinions
- ☐ Judgments
- ☐ Imagery
- ■ WRITING
- ☐ Improvement of cursive writing
- ☐ Composition
- ☐ Sentence construction
- ☐ Paragraph development
- ☐ Topic sentence
- ☐ Supporting details
- ☐ Grammar
- ☐ Parts of speech
- ☐ Verb usage
- ☐ Punctuation
- ☐ Commas
- ☐ Quotation marks
- ☐ Spelling
- ☐ Capitalization
- ☐ Contractions
- ☐ Abbreviations
- ☐ Syllabication
- ☐ Income tax short forms
- ☐ Job Applications
- ■ LEVEL III
- ☐ The sentence
- ☐ Abbreviations
- ☐ Contractions
- ☐ Syllabication
- ☐ Parts of speech
- ☐ Classification of sentences
- ☐ Structure and sentence build.
- ■ DICTIONARY STUDY
- ☐ Prefixes
- ☐ Suffixes
- ☐ Pronunciation
- ☐ Synonyms
- ☐ Antonyms
- ☐ Homonyms
- ☐ Definitions
- ☐ Spelling
- ■ OUTLINING
- ■ PARAGRAPH WRITING
- ■ LETTER WRITING
- ■ JOB APPLICATIONS
- ☐ LISTENING
- ☐ For main ideas
- ☐ For meaning
- ☐ For following directions
- ☐ For developing correct usage
- ☐ For intonation and accentua.
- ■ SPEAKING
- ☐ Group discussion
- ☐ Informal conversation
- ☐ Vocabulary study
- ☐ Oral reports
- ☐ Job interviews
- ■ READING
- ☐ Locating information
- ☐ Comprehension

Students Name ____________

Level ____________

Skills Check ____________

Communication ____________

NUMBER THEORY
Greater than
Less than
RECOGNIZE, WRITE, AND USE NUMBERS
0-9
10-100
Place value
Interpret written numbers into numerals
Interpret numerals into written words
ADDITION
One digit numbers both vertical and horizontal
Two digit numbers
Two digit numbers - regrouping - vertical and horizontal
Three rows of three digit numbers
Four digit numbers
Columnar addition
SUBTRACTION
One digit numbers both vertical and horizontal
Two digit numbers and checking
Two digit numbers and regrouping
Three digit numbers
Four digit numbers
MULTIPLICATION
One digit numbers
Three digits by one digit no carrying
Three by one digit - including carrying
Dollars by one digit
Three digits by two digits
Three digits by
DIVISION
One digit numbers
Two digits by one digit - no remainder
One-two digit dividends by one digit divisor - remainder
Three digits by two digits

INTERPRETING WORD PROBLEMS
Student written problems
Word problems with simple addition
Word problems with subtraction
Word problems with addition and subtraction
Word problems with multiplication
Word problems with division
Word problems combining operations
FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
Speed
Time
Distance
GEOMETRY
Location of places by number
Area and square units: squares, rectangles, and triangles
Volume
Circles - area and circumference
FRACTIONS
Greater than and less than
Addition and subtraction of like fractions
Multiplication
Division
Addition and subtraction of unlike fractions and mixed numbers
Mixed operations
Fractional and mixture pro-
DECIMALS
Read and write decimals
Change fractions to decimals and decimals to fractions
Addition
Subtractions
Multiplication
Division

PERCENT
Read and write percent
Change percents to decimals and decimals to fractions
Find what percent one number is of another
Percents larger than 100
Find a number of which a percent is given
CONSUMER BUYING
Installment buying
Budgeting including income and fixed expenses
Values in purchasing
Time, as related to earning power, workday, time clock, and time and a half overtime
Discount prices
Taxes
Profit and loss
GED PREPARATION
Squares and square root
Series arithmetic, geometric miscellaneous
Addition and subtractions of monomials and binomials
Factoring binomials and trinomials
Quadratic formula
Logarithms, base ten, use of tables
GED preparation (con't)
Ratio and proportion
Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
Parallel lines, transversals and parallelograms
Area of a trapezoid
Circles - chords and arcs

Students Name ____________
Level ____________
Skills check in Mathematics

CONCEPTS, SERVICE TO COMMUNITY
Volunteer fireman
Volunteer policeman
Public office
Community projects
Health and welfare
Recreation leaders
SERVICE TO STATE AND NATION
Jury duty
Public office
Voting
CONCEPTS, BECOMING AN AMERICAN
Preparing for the naturalization
Literary requirements
Applying for citizenship
Filing for citizenship
Taking the naturalization test
Oath of allegiance
Continuing citizenship obligations
Concepts, organization of government
Local
State
Federal
Welfare services
Social security
Medicare
Education
Health
SOURCES OF REVENUE
Local
State
Federal government
RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
Executive
Judicial
Legislative

CITIZEN'S LEGAL RESPONSIBILITIES
Community
State
Nation
Need for taxation at all levels
COMMUNITY SERVICE
Police department
Fire department
Water department
Sanitation department
Streets and maintenance department
Zoning of city
Libraries within the city or county
Parks
Social security, medicare, A.D.C.
Civil defense
Military services
Public education, including adult education
Federal and state highways
National and state parks
Federal, state, and community administration
CITIZEN'S LEGAL RIGHTS
The bill of rights
Freedom of religion
Press
Speech
Assembly
Petition
The right to bear arms
Freedom from search

Protection of accused
Rights of accused persons
Trial by jury
No excessive fines or cruel punishment
Protection of minority groups
Right to vote
THREE TYPES OF LAW
Common law
Statutory law
Administrative law
HOW LAW AFFECTS THE CITIZEN
Contracts
Business
Marriage and divorce
Employer and employee
Buying and selling
Agency contracts
Bailment contracts
CIVIL LAWS
Rights to protect himself and his property
Auto accidents
Injuries "on the job"
Injury to property
Injury to personal liberty
Unlawful arrest
Threat by assualt
False imprisonment
Injury to reputation through libel or slander

Students Name

Level

Skills Check in Socials and citizenship

- ■ GETTING ACQUAINTED
- ☐ Getting to know each other
- ☐ Jobs we can do
- ■ JOBS OF TODAY
- ☐ Specific development
- ☐ Importance of new job skills
- ☐ Training and re-training
- ■ EMPLOYMENT SERVICES
- ☐ Use of public agencies
- ☐ Varied services of private agencies
- ■ EMPLOYMENT INTERVIEWS
- ☐ Why interview
- ☐ Interview preparation
- ☐ Interview behavior
- ■ PREPARING JOB APPLICATION BLANKS
- ☐ Purpose
- ☐ General information on job application
- ☐ Specific information
- ☐ Job application
- ☐ Employment agency application
- ☐ Social security number application

- ■ GETTING ALONG ON THE JOB
- ☐ Doing the job
- ☐ Developing good work habits
- ☐ Working with others
- ■ RESPONSIBILITIES ON THE JOB
- ☐ Qualities that succeed on the job
- ☐ Accepting job responsibilities
- ☐ Moving ahead on the job
- ☐ Vocational
- ☐ Occupational
- ☐ Educational

Students Name ____________________

Level ____________________

Occupational and Educational Opportunities ____________________

Students Name

Level

Skills check in Science and Health

- SCIENCE
- Weather and climate
- Environmental influences
- Weather hazards
- Forecasting weather
- Precipitation
- WATER PURIFICATION AND SOLVENTS
- Distillation
- Chlorination
- Filtration
- Boiling
- Recognition of polluted water
- SOLVENTS
- Acetone
- Gasoline
- Turpentine
- Vinegar
- EARTH FORMATION
- Rocks and minerals
- Oil and gas
- Timber
- Water
- THE FIVE SENSES
- Sight
- Hearing
- Smell
- Taste
- Touch
- SIMPLE MACHINES
- Lever
- Inclined plane
- Pulley
- Wheel and axle
- Wedge
- Screw
- Compass
- Terminology in electricity
- HEALTH
- Cleanliness
- Hair
- Nails
- Proper bath
- Halitosis
- Clothing
- House
- Yard
- Disposal of garbage
- Pest control
- Care of eyes
- Ears
- Teeth
- Feet
- Skin
- BASIC FOODS
- Balanced diet
- Milk
- Meat
- Vegetables and fruits
- Bread and cereal groups
- Recognition of spoiled food
- Meal planning
- Nutritional control
- HEALTH NEEDS
- Inoculation
- Measles
- Polio
- Mumps
- Diptheria
- Small pox
- Tetanus
- Whooping cough
- Colds and flu
- PERIODIC CHECK-UPS
- Cancer
- Tuberculosis
- Blood count
- Venereal disease
- Superstitions
- "Old wives tales"
- Home remedies (good and bad)
- Healers
- Prescriptions
- Patent medicines
- Other people's medicines
- INSECT AND REPTILE HAZARDS
- Spiders
- Ticks
- Snakes
- Scorpions
- Mosquitoes
- Lice
- BIRTH CONTROL
- Health hazards
- Reading labels and direc-
- Storing
- Identifying dangerous symbols
- Using drugs and medicines
- Using inflammables safely
- Handling electrical appliances
- Water dangers
- Recreational
- Water purification
- Household pets
- Dogs (rabies)
- Cats (ringworms & rabies)
- Rabbits (encephalitis)
- OCCUPATIONAL HAZARDS
- Tools
- Machinery
- Recognize insecticides
- Decontamination of vegetables
- Exposure to insecticides
- COMMUNITY HAZARDS
- Drainage
- Street conditions
- Power lines and plants
- Railroad crossings
- Abandoned buildings

Name ______ Sex: M F Telephone ______
(Last) (First) (Middle)

Address ______ Birthdate ______

HEALTH

MISCELLANEOUS

Vision ______ Citizen: Yes No ______ Transportation: ______

Hearing ______ Driver's License: Yes No ______ Ethnic Origin: ______

No. Visits to Doctor/Yr. ______ Automobile: Yes No ______ Employment: FT PT None

______ Registered to Vote: Yes No ______ Time on Job: ______

______ Subscriptions: Paper Magazine Other ______ Radio TV

______ Who Informed You of ABE: ______

FAMILY ENVIRONMENT

Marital Status ______ Spouse's Name ______ His (Her) Occupation ______

Children: Number ______ Ages ______ No. in School ______

Enrollment Date ______ Termination Date ______

Reason for Termination ______

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ jrs.

Students Name
Level
Skills Check
Communication

LISTENING
Listening for meaning
Following directions
Listening for main ideas
Sound discrimination
Intonation and accentuation
PRONOUNCING (phonology)
Indicate sounds
English vowels
English consonants
English dipthongs
Clusters of sounds
Sounds to letter correspondance
International patterns
Stress pitch levels
Phrase terminations-rhythm
English speech contrasted
Teaching problem sounds
SPEAKING
Informal conversation
Question and answer
Vocabulary study
Vocabulary building
Locating information
Comprehension
Reading manuscript
WRITING
Motor skills
Cursive writing
Composition
Tracing
Copying
Capitalization
Spelling
Punctuation
LEVEL II
LISTENING
Following directions
Main ideas
Meaning
Usage
Intonation and accentuation
SPEAKING
Informal Conversation
Vocabulary
Group discussion
Oral reports

Pronunciation, enunciation
Job Interview
READING
Vocabulary development
Locating information
Dictionary
Directories
Catalogs
Maps
Graphs and charts
Reference materials
Comprehension
Discrimination
Tone and mood of writer
Quality of expression
Inferences and assumptions
Facts and opinions
Judgments
Imagery
WRITING
Improvement of cursive writing
Composition
Sentence construction
Paragraph development
Topic sentence
Supporting details
Grammar
Parts of speech
Verb usage
Punctuation
Commas
Quotation marks
Spelling
Capitalization
Contractions
Abbreviations
Syllabication
Income tax short forms
Job Applications
LEVEL III

The sentence
Abbreviations
Contractions
Syllabication
Parts of speech
Classification of sentences
Structure and sentence build.
DICTIONARY STUDY
Prefixes
Suffixes
Pronunciation
Synonyms
Antonyms
Homonyms
Definitions
Spelling
OUTLINING
PARAGRAPH WRITING
LETTER WRITING
JOB APPLICATIONS
LISTENING
For main ideas
For meaning
For following directions
For developing correct usage
For intonation and accentua.
SPEAKING
Group discussion
Informal conversation
Vocabulary study
Oral reports
Job interviews
READING
Locating information
Comprehension

NUMBER THEORY
Greater than
Less than
RECOGNIZE, WRITE, AND USE NUMBERS
0-9
10-100
Place value
Interpret written numbers into numerals
Interpret numerals into written words
ADDITION
One digit numbers both vertical and horizontal
Two digit numbers
Two digit numbers - regrouping - vertical and horizontal
Three rows of three digit numbers
Four digit numbers
Columnar addition
SUBTRACTION
One digit numbers both vertical and horizontal
Two digit numbers and checking
Two digit numbers and regrouping
Three digit numbers
Four digit numbers
MULTIPLICATION
One digit numbers
Three digits by one digit no carrying
Three by one digit - including carrying
Dollars by one digit
Three digits by two digits
Three digits by
DIVISION
One digit numbers
Two digits by one digit - no remainder
One-two digit dividends by one digit divisor - remainder
Three digits by two digits

INTERPRETING WORD PROBLEMS
Student written problems
Word problems with simple addition
Word problems with subtraction
Word problems with addition and subtraction
Word problems with multiplication
Word problems with division
Word problems combining operations
FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
Speed
Time
Distance
GEOMETRY
Location of places by number
Area and square units: squares, rectangles, and triangles
Volume
Circles - area and circumference
FRACTIONS
Greater than and less than
Addition and subtraction of like fractions
Multiplication
Division
Addition and subtraction of unlike fractions and mixed numbers
Mixed operations
Fractional and mixture pro-
DECIMALS
Read and write decimals
Change fractions to decimals and decimals to fractions
Addition
Subtractions
Multiplication
Division

PERCENT
Read and write percent
Change percents to decimals and decimals to fractions
Find what percent one number is of another
Percents larger than 100
Find a number of which a percent is given
CONSUMER BUYING
Installment buying
Budgeting including income and fixed expenses
Values in purchasing
Time, as related to earning power, workday, time clock, and time and a half overtime
Discount prices
Taxes
Profit and loss
GED PREPARATION
Squares and square root
Series arithmetic, geometric miscellaneous
Addition and subtractions of monomials and binomials
Factoring binomials and trinomials
Quadratic formula
Logarithms, base ten, use of tables
GED preparation (con't)
Ratio and proportion
Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
Parallel lines, transversals and parallelograms
Area of a trapezoid
Circles - chords and arcs

Students Name ____________
Level ____________
Skills check in Mathematics

- ☐ Protection of accused
- ☐ Rights of accused persons
- ☐ Trial by jury
- ☐ No excessive fines or cruel punishment
- ☐ Protection of minority groups
- ☐ Right to vote
- ☐ THREE TYPES OF LAW
- ☐ Common law
- ☐ Statutory law
- ☐ Administrative law
- ☐ HOW LAW AFFECTS THE CITIZEN
- ☐ Contracts
- ☐ Business
- ☐ Marriage and divorce
- ☐ Employer and employee
- ☐ Buying and selling
- ☐ Agency contracts
- ☐ Bailment contracts
- ☐ CIVIL LAWS
- ☐ Rights to protect himself and his property
- ☐ Auto accidents
- ☐ Injuries "on the job"
- ☐ Injury to property
- ☐ Injury to personal liberty
- ☐ Unlawful arrest
- ☐ Threat by assualt
- ☐ False imprisonment
- ☐ Injury to reputation through libel or slander

- ☐ CITIZEN'S LEGAL RESPONSIBILITIES
- ☐ Community
- ☐ State
- ☐ Nation
- ☐ Need for taxation at all levels
- ☐ COMMUNITY SERVICE
- ☐ Police department
- ☐ Fire department
- ☐ Water department
- ☐ Sanitation department
- ☐ Streets and maintenance department
- ☐ Zoning of city
- ☐ Libraries within the city or county
- ☐ Parks
- ☐ Social security, medicare, A.D.C.
- ☐ Civil defense
- ☐ Military services
- ☐ Public education, including adult education
- ☐ Federal and state highways
- ☐ National and state parks
- ☐ Federal, state, and community administration
- ☐ CITIZEN'S LEGAL RIGHTS
- ☐ The bill of rights
- ☐ Freedom of religion
- ☐ Press
- ☐ Speech
- ☐ Assembly
- ☐ Petition
- ☐ The right to bear arms
- ☐ Freedom from search

- ☐ CONCEPTS, SERVICE TO COMMUNITY
- ☐ Volunteer fireman
- ☐ Volunteer policeman
- ☐ Public office
- ☐ Community projects
- ☐ Health and welfare
- ☐ Recreation leaders
- ☐ SERVICE TO STATE AND NATION
- ☐ Jury duty
- ☐ Public Office
- ☐ Voting
- ☐ CONCEPTS, BECOMING AN AMERICAN
- ☐ Preparing for the naturalization
- ☐ Literary requirements
- ☐ Applying for citizenship
- ☐ Filing for citizenship
- ☐ Taking the naturalization test
- ☐ Oath of allegiance
- ☐ Continuing citizenship obligations
- ☐ Concepts, organization of government
- ☐ Local
- ☐ State
- ☐ Federal
- ☐ Welfare services
- ☐ Social security
- ☐ Medicare
- ☐ Education
- ☐ Health
- ☐ SOURCES OF REVENUE
- ☐ Local
- ☐ State
- ☐ Federal government
- ☐ RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
- ☐ Executive
- ☐ Judicial
- ☐ Legislative

Students Name ____________________

Level ____________________

Skills Check in Socials and citizenship

GETTING ACQUAINTED
Getting to know each other
Jobs we can do
JOBS OF TODAY
Specific development
Importance of new job skills
Training and re-training
EMPLOYMENT SERVICES
Use of public agencies
Varied services of private agencies
EMPLOYMENT INTERVIEWS
Why interview
Interview preparation
Interview behavior
PREPARING JOB APPLICATION BLANKS
Purpose
General information on job application
Specific information
Job application
Employment agency application
Social security number application

GETTING ALONG ON THE JOB
Doing the job
Developing good work habits
Working with others
RESPONSIBILITIES ON THE JOB
Qualities that succeed on the job
Accepting job responsibilities
Moving ahead on the job
Vocational
Occupational
Educational

Students Name ______________

Level ______________

Occupational and Educational Opportunities ______________

- ■ SCIENCE
- ☐ Weather and climate
- ☐ Environmental influences
- ☐ Weather hazards
- ☐ Forecasting weather
- ☐ Precipitation
- ■ WATER PURIFICATION AND SOLVENTS
- ☐ Distillation
- ☐ Chlorination
- ☐ Filtration
- ☐ Boiling
- ☐ Recognition of polluted water
- ■ SOLVENTS
- ☐ Acetone
- ☐ Gasoline
- ☐ Turpentine
- ☐ Vinegar
- ■ EARTH FORMATION
- ☐ Rocks and minerals
- ☐ Oil and gas
- ☐ Timber
- ☐ Water
- ■ THE FIVE SENSES
- ☐ Sight
- ☐ Hearing
- ☐ Smell
- ☐ Taste
- ☐ Touch
- ■ SIMPLE MACHINES
- ☐ Lever
- ☐ Inclined plane
- ☐ Pulley
- ☐ Wheel and axle
- ☐ Wedge
- ☐ Screw
- ☐ Compass
- ☐ Terminology in electricity
- ■ HEALTH
- ☐ Cleanliness
- ☐ Hair
- ☐ Nails
- ☐ Proper bath
- ☐ Halitosis
- ☐ Clothing
- ☐ House
- ☐ Yard
- ☐ Disposal of garbage
- ☐ Pest control
- ☐ Care of eyes
- ☐ Ears
- ☐ Teeth
- ☐ Feet
- ☐ Skin
- ■ BASIC FOODS
- ☐ Balanced diet
- ☐ Milk
- ☐ Meat
- ☐ Vegetables and fruits
- ☐ Bread and cereal groups
- ☐ Recognition of spoiled food
- ☐ Meal planning
- ☐ Nutritional control
- ■ HEALTH NEEDS
- ☐ Inoculation
- ☐ Measles
- ☐ Polio
- ☐ Mumps
- ☐ Diptheria
- ☐ Small pox
- ☐ Tetanus
- ☐ Whooping cough
- ☐ Colds and flu
- ■ PERIODIC CHECK-UPS
- ☐ Cancer
- ☐ Tuberculosis
- ☐ Blood count
- ☐ Venereal disease
- ☐ Superstitions
- ☐ "Old wives tales"
- ☐ Home remedies (good and bad)
- ☐ Healers
- ☐ Prescriptions
- ☐ Patent medicines
- ☐ Other people's medicines
- ■ INSECT AND REPTILE HAZARDS
- ☐ Spiders
- ☐ Ticks
- ☐ Snakes
- ☐ Scorpions
- ☐ Mosquitoes
- ☐ Lice
- ■ BIRTH CONTROL
- ☐ Health hazards
- ☐ Reading labels and directions
- ☐ Storing
- ☐ Identifying dangerous symbols
- ☐ Using drugs and medicines
- ☐ Using inflammables safely
- ☐ Handling electrical appliances
- ☐ Water dangers
- ☐ Recreational
- ☐ Water purification
- ☐ Household pets
- ☐ Dogs (rabies)
- ☐ Cats (ringworms & rabies)
- ☐ Rabbits (encephalitis)
- ■ OCCUPATIONAL HAZARDS
- ☐ Tools
- ☐ Machinery
- ☐ Recognize insecticides
- ☐ Decontamination of vegetables
- ☐ Exposure to insecticides
- ■ COMMUNITY HAZARDS
- ☐ Drainage
- ☐ Street conditions
- ☐ Power lines and plants
- ☐ Railroad crossings
- ☐ Abandoned buildings

Students Name ______________________

Level ______________________

Skills check in Science
and Health

Name ______ Sex: M F Telephone ______
(Last) (First) (Middle)
Address ______ Birthdate ______

HEALTH

MISCELLANEOUS

Vision ______
Hearing ______
No. Visits to Doctor/Yr. ______

Citizen: Yes No
Driver's License: Yes No
Automobile: Yes No
Registered to Vote: Yes No
Subscriptions: Paper Magazine Other Radio TV
Who Informed You of ABE: ______

Transportation: ______
Ethnic Origin: ______
Employment: FT PT None
Time on Job: ______

FAMILY ENVIRONMENT

Marital Status ______ Spouse's Name ______ His (Her) Occupation ______
Children: Number ______ Ages ______ No. in School ______

Enrollment Date ______ Termination Date ______
Reason for Termination ______

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ jrs.

■ LISTENING
☐ Listening for meaning
☐ Following directions
☐ Listening for main ideas
☐ Sound discrimination
☐ Intonation and accentuation
■ PRONOUNCING (phonology)
☐ Indicate sounds
☐ English vowels
☐ English consonants
☐ English dipthongs
☐ Clusters of sounds
☐ Sounds to letter correspondance
☐ International patterns
☐ Stress pitch levels
☐ Phrase terminations-rhythm
☐ English speech contrasted
☐ Teaching problem sounds
■ SPEAKING
☐ Informal conversation
☐ Question and answer
☐ Vocabulary study
☐ Vocabulary building
☐ Locating information
☐ Comprehension
☐ Reading manuscript
■ WRITING
☐ Motor skills
☐ Cursive writing
☐ Composition
☐ Tracing
☐ Copying
☐ Capitalization
☐ Spelling
☐ Punctuation
■ LEVEL II
■ LISTENING
☐ Following directions
☐ Main ideas
☐ Meaning
☐ Usage
☐ Intonation and accentuation
■ SPEAKING
☐ Informal Conversation
☐ Vocabulary
☐ Group discussion
☐ Oral reports

☐ Pronunciation, enunciation
☐ Job Interview
■ READING
☐ Vocabulary development
☐ Locating information
☐ Dictionary
☐ Directories
☐ Catalogs
☐ Maps
☐ Graphs and charts
☐ Reference materials
☐ Comprehension
☐ Discrimination
☐ Tone and mood of writer
☐ Quality of expression
☐ Inferences and assumptions
☐ Facts and opinions
☐ Judgments
☐ Imagery
■ WRITING
☐ Improvement of cursive writing
☐ Composition
☐ Sentence construction
☐ Paragraph development
☐ Topic sentence
☐ Supporting details
☐ Grammar
☐ Parts of speech
☐ Verb usage
☐ Punctuation
☐ Commas
☐ Quotation marks
☐ Spelling
☐ Capitalization
☐ Contractions
☐ Abbreviations
☐ Syllabication
☐ Income tax short forms
☐ Job Applications
■ LEVEL III

☐ The sentence
☐ Abbreviations
☐ Contractions
☐ Syllabication
☐ Parts of speech
☐ Classification of sentences
☐ Structure and sentence build.
■ DICTIONARY STUDY
☐ Prefixes
☐ Suffixes
☐ Pronunciation
☐ Synonyms
☐ Antonyms
☐ Homonyms
☐ Definitions
☐ Spelling
■ OUTLINING
■ PARAGRAPH WRITING
■ LETTER WRITING
■ JOB APPLICATIONS
■ LISTENING
☐ For main ideas
☐ For meaning
☐ For following directions
☐ For developing correct usage
☐ For intonation and accentua.
■ SPEAKING
☐ Group discussion
☐ Informal conversation
☐ Vocabulary study
☐ Oral reports
☐ Job interviews
■ READING
☐ Locating information
☐ Comprehension

Students Name ____________________

Level ____________________

Skills Check ____________________

Communication ____________________

NUMBER THEORY
☐ Greater than
☐ Less than
RECOGNIZE, WRITE, AND USE NUMBERS
☐ 0-9
☐ 10-100
☐ Place value
☐ Interpret written numbers into numerals
☐ Interpret numerals into written words
ADDITION
☐ One digit numbers both vertical and horizontal
☐ Two digit numbers
☐ Two digit numbers - regrouping - vertical and horizontal
☐ Three rows of three digit numbers
☐ Four digit numbers
☐ Columnar addition
SUBTRACTION
☐ One digit numbers both vertical and horizontal
☐ Two digit numbers and checking
☐ Two digit numbers and regrouping
☐ Three digit numbers
☐ Four digit numbers
MULTIPLICATION
☐ One digit numbers
☐ Three digits by one digit no carrying
☐ Three by one digit - including carrying
☐ Dollars by one digit
☐ Three digits by two digits
☐ Three digits by
DIVISION
☐ One digit numbers
☐ Two digits by one digit - no remainder
☐ One-two digit dividends by one digit divisor - remainder
☐ Three digits by two digits

INTERPRETING WORD PROBLEMS
☐ Student written problems
☐ Word problems with simple addition
☐ Word problems with subtraction
☐ Word problems with addition and subtraction
☐ Word problems with multiplication
☐ Word problems with division
☐ Word problems combining operations
FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
☐ Speed
☐ Time
☐ Distance
GEOMETRY
☐ Location of places by number
☐ Area and square units: squares, rectangles, and triangles
☐ Volume
☐ Circles - area and circumference
FRACTIONS
☐ Greater than and less than
☐ Addition and subtraction of like fractions
☐ Multiplication
☐ Division
☐ Addition and subtraction of unlike fractions and mixed numbers
☐ Mixed operations
☐ Fractional and mixture pro-
DECIMALS
☐ Read and write decimals
☐ Change fractions to decimals and decimals to fractions
☐ Addition
☐ Subtractions
☐ Multiplication
☐ Division

PERCENT
☐ Read and write percent
☐ Change percents to decimals and decimals to fractions
☐ Find what percent one number is of another
☐ Percents larger than 100
☐ Find a number of which a percent is given
CONSUMER BUYING
☐ Installment buying
☐ Budgeting including income and fixed expenses
☐ Values in purchasing
☐ Time, as related to earning power, workday, time clock, and time and a half overtime
☐ Discount prices
☐ Taxes
☐ Profit and loss
GED PREPARATION
☐ Squares and square root
☐ Series arithmetic, geometric miscellaneous
☐ Addition and subtractions of monomials and binomials
☐ Factoring binomials and trinomials
☐ Quadratic formula
☐ Logarithms, base ten, use of tables
GED preparation (con't)
☐ Ratio and proportion
☐ Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
☐ Parallel lines, transversals and parallelograms
☐ Area of a trapezoid
☐ Circles - chords and arcs

Students Name ____________

Level ____________

Skills check in Mathematics

■ CONCEPTS, SERVICE TO COMMUNITY
☐ Volunteer fireman
☐ Volunteer policeman
☐ Public office
☐ Community projects
☐ Health and welfare
☐ Recreation leaders
■ SERVICE TO STATE AND NATION
☐ Jury duty
☐ Public office
☐ Voting
■ CONCEPTS, BECOMING AN AMERICAN
☐ Preparing for the naturalization
☐ Literary requirements
☐ Applying for citizenship
☐ Filing for citizenship
☐ Taking the naturalization test
☐ Oath of allegiance
☐ Continuing citizenship obligations
☐ Concepts, organization of government
☐ Local
☐ State
☐ Federal
☐ Welfare services
☐ Social security
☐ Medicare
☐ Education
☐ Health
■ SOURCES OF REVENUE
☐ Local
☐ State
☐ Federal government
■ RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
☐ Executive
☐ Judicial
☐ Legislative

■ CITIZEN'S LEGAL RESPONSIBILITIES
☐ Community
☐ State
☐ Nation
☐ Need for taxation at all levels
■ COMMUNITY SERVICE
☐ Police department
☐ Fire department
☐ Water department
☐ Sanitation department
☐ Streets and maintenance department
☐ Zoning of city
☐ Libraries within the city or county
☐ Parks
☐ Social security, medicare, A.D.C.
☐ Civil defense
☐ Military services
☐ Public education, including adult education
☐ Federal and state highways
☐ National and state parks
☐ Federal, state, and community administration
■ CITIZEN'S LEGAL RIGHTS
☐ The bill of rights
☐ Freedom of religion
☐ Press
☐ Speech
☐ Assembly
☐ Petition
☐ The right to bear arms
☐ Freedom from search

☐ Protection of accused
☐ Rights of accused persons
☐ Trial by jury
☐ No excessive fines or cruel punishment
☐ Protection of minority groups
☐ Right to vote
■ THREE TYPES OF LAW
☐ Common law
☐ Statutory law
☐ Administrative law
☐ HOW LAW AFFECTS THE CITIZEN
☐ Contracts
☐ Business
☐ Marriage and divorce
☐ Employer and employee
☐ Buying and selling
☐ Agency contracts
☐ Ballment contracts
■ CIVIL LAWS
☐ Rights to protect himself and his property
☐ Auto accidents
☐ Injuries "on the job"
☐ Injury to property
☐ Injury to personal liberty
☐ Unlawful arrest
☐ Threat by assualt
☐ False imprisonment
☐ Injury to reputation through libel or slander

Students Name ____________

Level ____________

Skills Check in Socials and citizenship

- GETTING ACQUAINTED
  - Getting to know each other
  - Jobs we can do
- JOBS OF TODAY
  - Specific development
  - Importance of new job skills
  - Training and re-training
- EMPLOYMENT SERVICES
  - Use of public agencies
  - Varied services of private agencies
- EMPLOYMENT INTERVIEWS
  - Why interview
  - Interview preparation
  - Interview behavior
- PREPARING JOB APPLICATION BLANKS
  - Purpose
  - General information on job application
  - Specific information
  - Job application
  - Employment agency application
  - Social security number application

- GETTING ALONG ON THE JOB
  - Doing the job
  - Developing good work habits
  - Working with others
- RESPONSIBILITIES ON THE JOB
  - Qualities that succeed on the job
  - Accepting job responsibilities
  - Moving ahead on the job
  - Vocational
  - Occupational
  - Educational

Students Name

Level

Occupational and Educational Opportunities

SCIENCE
Weather and climate
Environmental influences
Weather hazards
Forecasting weather
Precipitation
WATER PURIFICATION AND SOLVENTS
Distillation
Chlorination
Filtration
Boiling
Recognition of polluted water
SOLVENTS
Acetone
Gasoline
Turpentine
Vinegar
EARTH FORMATION
Rocks and minerals
Oil and gas
Timber
Water
THE FIVE SENSES
Sight
Hearing
Smell
Taste
Touch
SIMPLE MACHINES
Lever
Inclined plane
Pulley
Wheel and axle
Wedge
Screw
Compass
Terminology in electricity
HEALTH
Cleanliness
Hair
Nails

Proper bath
Halitosis
Clothing
House
Yard
Disposal of garbage
Pest control
Care of eyes
Ears
Teeth
Feet
Skin
BASIC FOODS
Balanced diet
Milk
Meat
Vegetables and fruits
Bread and cereal groups
Recognition of spoiled food
Meal planning
Nutritional control
HEALTH NEEDS
Inoculation
Measles
Polio
Mumps
Diptheria
Small pox
Tetanus
Whooping cough
Colds and flu
PERIODIC CHECK-UPS
Cancer
Tuberculosis
Blood count
Venereal disease
Superstitions
"Old wives tales"
Home remedies (good and bad)
Healers
Prescriptions
Patent medicines
Other people's medicines
INSECT AND REPTILE HAZARDS

Spiders
Ticks
Snakes
Scorpions
Mosquitoes
Lice
BIRTH CONTROL
Health hazards
Reading labels and directions
Storing
Identifying dangerous symbols
Using drugs and medicines
Using inflammables safely
Handling electrical appliances
Water dangers
Recreational
Water purification
Household pets
Dogs (rabies)
Cats (ringworms & rabies)
Rabbits (encephalitis)
OCCUPATIONAL HAZARDS
Tools
Machinery
Recognize insecticides
Decontamination of vegetables
Exposure to insecticides
COMMUNITY HAZARDS
Drainage
Street conditions
Power lines and plants
Railroad crossings
Abandoned buildings

Students Name ____________

Level ____________

Skills check in Science and Health

Name ______ Sex: M F Telephone ______
(Last) (First) (Middle)
Address ______ Birthdate ______

HEALTH

MISCELLANEOUS

Vision ______ Citizen: Yes No ______ Transportation: ______
Hearing ______ Driver's License: Yes No ______ Ethnic Origin: ______
No. Visits to Doctor/Yr. ______ Automobile: Yes No ______ Employment: FT PT None ______
Registered to Vote: Yes No ______ Time on Job: ______
Subscriptions: Paper Magazine Other ______ Radio TV ______
Who Informed You of ABE: ______

FAMILY ENVIRONMENT

Marital Status ______ Spouse's Name ______ His (Her) Occupation ______
Children: Number ______ Ages ______ No. in School ______

Enrollment Date ______ Termination Date ______
Reason for Termination ______

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ jrs.

Students Name ____
Level ____
Skills Check ____
Communication ____

The sentence
Abbreviations
Contractions
Syllabication
Parts of speech
Classification of sentences
Structure and sentence build.
DICTIONARY STUDY
Prefixes
Suffixes
Pronunciation
Synonyms
Antonyms
Homonyms
Definitions
Spelling
OUTLINING
PARAGRAPH WRITING
LETTER WRITING
JOB APPLICATIONS
LISTENING
For main ideas
For meaning
For following directions
For developing correct usage
For intonation and accentua.
SPEAKING
Group discussion
Informal conversation
Vocabulary study
Oral reports
Job interviews
READING
Locating information
Comprehension

Pronunciation, enunciation
Job Interview
READING
Vocabulary development
Locating information
Dictionary
Directories
Catalogs
Maps
Graphs and charts
Reference materials
Comprehension
Discrimination
Tone and mood of writer
Quality of expression
Inferences and assumptions
Facts and opinions
Judgments
Imagery
WRITING
Improvement of cursive writing
Composition
Sentence construction
Paragraph development
Topic sentence
Supporting details
Grammar
Parts of speech
Verb usage
Punctuation
Commas
Quotation marks
Spelling
Capitalization
Contractions
Abbreviations
Syllabication
Income tax short forms
Job Applications
LEVEL III

LISTENING
Listening for meaning
Following directions
Listening for main ideas
Sound discrimination
Intonation and accentuation
PRONOUNCING (phonology)
Indicate sounds
English vowels
English consonants
English dipthongs
Clusters of sounds
Sounds to letter correspondance
International patterns
Stress pitch levels
Phrase terminations-rhythm
English speech contrasted
Teaching problem sounds
SPEAKING
Informal conversation
Question and answer
Vocabulary study
Vocabulary building
Locating information
Comprehension
Reading manuscript
WRITING
Motor skills
Cursive writing
Composition
Tracing
Copying
Capitalization
Spelling
Punctuation
LEVEL II
LISTENING
Following directions
Main ideas
Meaning
Usage
Intonation and accentuation
SPEAKING
Informal Conversation
Vocabulary
Group discussion
Oral reports

■ NUMBER THEORY
☐ Greater than
☐ Less than
☐ RECOGNIZE, WRITE, AND USE NUMBERS
☐ 0-9
☐ 10-100
☐ Place value
☐ Interpret written numbers into numerals
☐ Interpret numerals into written words
■ ADDITION
☐ One digit numbers both vertical and horizontal
☐ Two digit numbers
☐ Two digit numbers - regrouping - vertical and horizontal
☐ Three rows of three digit numbers
☐ Four digit numbers
☐ Columnar addition
■ SUBTRACTION
☐ One digit numbers both vertical and horizontal
☐ Two digit numbers and checking
☐ Two digit numbers and regrouping
☐ Three digit numbers
☐ Four digit numbers
■ MULTIPLICATION
☐ One digit numbers
☐ Three digits by one digit no carrying
☐ Three by one digit - including carrying
☐ Dollars by one digit
☐ Three digits by two digits
☐ Three digits by
■ DIVISION
☐ One digit numbers
☐ Two digits by one digit - no remainder
☐ One-two digit dividends by one digit divisor - remainder
☐ Three digits by two digits

■ INTERPRETING WORD PROBLEMS
☐ Student written problems
☐ Word problems with simple addition
☐ Word problems with subtraction
☐ Word problems with addition and subtraction
☐ Word problems with multiplication
☐ Word problems with division
☐ Word problems combining operations
■ FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
☐ Speed
☐ Time
☐ Distance
■ GEOMETRY
☐ Location of places by number
☐ Area and square units: squares, rectangles, and triangles
☐ Volume
☐ Circles - area and circumference
■ FRACTIONS
☐ Greater than and less than
☐ Addition and subtraction of like fractions
☐ Multiplication
☐ Division
☐ Addition and subtraction of unlike fractions and mixed numbers
☐ Mixed operations
☐ Fractional and mixture pro-
■ DECIMALS
☐ Read and write decimals
☐ Change fractions to decimals and decimals to fractions
☐ Addition
☐ Subtractions
☐ Multiplication
☐ Division

■ PERCENT
☐ Read and write percent
☐ Change percents to decimals and decimals to fractions
☐ Find what percent one number is of another
☐ Percents larger than 100
☐ Find a number of which a percent is given
■ CONSUMER BUYING
☐ Installment buying
☐ Budgeting including income and fixed expenses
☐ Values in purchasing
☐ Time, as related to earning power, workday, time clock, and time and a half overtime
☐ Discount prices
☐ Taxes
☐ Profit and loss
■ GED PREPARATION
☐ Squares and square root
☐ Series arithmetic, geometric miscellaneous
☐ Addition and subtractions of monomials and binomials
☐ Factoring binomials and trinomials
☐ Quadratic formula
☐ Logarithms, base ten, use of tables
☐ GED preparation (con't)
☐ Ratio and proportion
☐ Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
☐ Parallel lines, transversals and parallelograms
☐ Area of a trapezoid
☐ Circles - chords and arcs

Students Name ____________

Level ____________

Skills check in Mathematics

■ CONCEPTS, SERVICE TO COMMUNITY
☐ Volunteer fireman
☐ Volunteer policeman
☐ Public office
☐ Community projects
☐ Health and welfare
☐ Recreation leaders
■ SERVICE TO STATE AND NATION
☐ Jury duty
☐ Public Office
☐ Voting
■ CONCEPTS, BECOMING AN AMERICAN
☐ Preparing for the naturalization
☐ Literary requirements
☐ Applying for citizenship
☐ Filing for citizenship
☐ Taking the naturalization test
☐ Oath of allegiance
☐ Continuing citizenship obligations
☐ Concepts, organization of government
☐ Local
☐ State
☐ Federal
☐ Welfare services
☐ Social security
☐ Medicare
☐ Education
☐ Health
■ SOURCES OF REVENUE
☐ Local
☐ State
☐ Federal government
■ RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
☐ Executive
☐ Judicial
☐ Legislative

■ CITIZEN'S LEGAL RESPONSIBILITIES
☐ Community
☐ State
☐ Nation
☐ Need for taxation at all levels
■ COMMUNITY SERVICE
☐ Police department
☐ Fire department
☐ Water department
☐ Sanitation department
☐ Streets and maintenance department
☐ Zoning of city
☐ Libraries within the city or county
☐ Parks
☐ Social security, medicare, A.D.C.
☐ Civil defense
☐ Military services
☐ Public education, including adult education
☐ Federal and state highways
☐ National and state parks
☐ Federal, state, and community administration
■ CITIZEN'S LEGAL RIGHTS
☐ The bill of rights
☐ Freedom of religion
☐ Press
☐ Speech
☐ Assembly
☐ Petition
☐ The right to bear arms
☐ Freedom from search

☐ Protection of accused
☐ Rights of accused persons
☐ Trial by jury
☐ No excessive fines or cruel punishment
☐ Protection of minority groups
☐ Right to vote
■ THREE TYPES OF LAW
☐ Common law
☐ Statutory law
☐ Administrative law
☐ HOW LAW AFFECTS THE CITIZEN
☐ Contracts
☐ Business
☐ Marriage and divorce
☐ Employer and employee
☐ Buying and selling
☐ Agency contracts
☐ Bailment contracts
■ CIVIL LAWS
☐ Rights to protect himself and his property
☐ Auto accidents
☐ Injuries "on the job"
☐ Injury to property
☐ Injury to personal liberty
☐ Unlawful arrest
☐ Threat by assualt
☐ False imprisonment
☐ Injury to reputation through libel or slander

Students Name ____________

Level ____________

Skills Check in Socials and citizenship

- ■ GETTING ACQUAINTED
- ☐ Getting to know each other
- ☐ Jobs we can do
- ■ JOBS OF TODAY
- ☐ Specific development
- ☐ Importance of new job skills
- ☐ Training and re-training
- ■ EMPLOYMENT SERVICES
- ☐ Use of public agencies
- ☐ Varied services of private agencies
- ■ EMPLOYMENT INTERVIEWS
- ☐ **Why interview**
- ☐ Interview preparation
- ☐ Interview behavior
- ■ PREPARING JOB APPLICATION BLANKS
- ☐ Purpose
- ☐ General information on job application
- ☐ Specific information
- ☐ Job application
- ☐ Employment agency application
- ☐ Social security number application

- ■ GETTING ALONG ON THE JOB
- ☐ Doing the job
- ☐ Developing good work habits
- ☐ **Working with others**
- ■ **RESPONSIBILITIES ON THE JOB**
- ☐ Qualities that succeed on the job
- ☐ Accepting job responsibilities
- ☐ Moving ahead on the job
- ☐ Vocational
- ☐ Occupational
- ☐ Educational

Students Name ____________________

Level ____________________

Occupational and Educational Opportunities ____________________

Students Name ____________

Level ____________

Skills check in Science and Health

■ SCIENCE
☐ Weather and climate
☐ Environmental influences
☐ Weather hazards
☐ Forecasting weather
☐ Precipitation
■ WATER PURIFICATION AND SOLVENTS
☐ Distillation
☐ Chlorination
☐ Filtration
☐ Boiling
☐ Recognition of polluted water
■ SOLVENTS
☐ Acetone
☐ Gasoline
☐ Turpentine
☐ Vinegar
■ EARTH FORMATION
☐ Rocks and minerals
☐ Oil and gas
☐ Timber
☐ Water
■ THE FIVE SENSES
☐ Sight
☐ Hearing
☐ Smell
☐ Taste
☐ Touch
■ SIMPLE MACHINES
☐ Lever
☐ Inclined plane
☐ Pulley
☐ Wheel and axle
☐ Wedge
☐ Screw
☐ Compass
☐ Terminology in electricity
■ HEALTH
☐ Cleanliness
☐ Hair
☐ Nails
☐ Proper bath
☐ Halitosis
☐ Clothing
☐ House
☐ Yard
☐ Disposal of garbage
☐ Pest control
☐ Care of eyes
☐ Ears
☐ Teeth
☐ Feet
☐ Skin
■ BASIC FOODS
☐ Balanced diet
☐ Milk
☐ Meat
☐ Vegetables and fruits
☐ Bread and cereal groups
☐ Recognition of spoiled food
☐ Meal planning
☐ Nutritional control
■ HEALTH NEEDS
☐ Inoculation
☐ Measles
☐ Polio
☐ Mumps
☐ Diptheria
☐ Small pox
☐ Tetanus
☐ Whooping cough
☐ Colds and flu
■ PERIODIC CHECK-UPS
☐ Cancer
☐ Tuberculosis
☐ Blood count
☐ Venereal disease
☐ Superstitions
☐ "Old wives tales"
☐ Home remedies (good and bad)
☐ Healers
☐ Prescriptions
☐ Patent medicines
☐ Other people's medicines
■ INSECT AND REPTILE HAZARDS
☐ Spiders
☐ Ticks
☐ Snakes
☐ Scorpions
☐ Mosquitoes
☐ Lice
■ BIRTH CONTROL
☐ Health hazards
☐ Reading labels and direc-
☐ Storing
☐ Identifying dangerous symbols
☐ Using drugs and medicines
☐ Using inflammables safely
☐ Handling electrical appliances
☐ Water dangers
☐ Recreational
☐ Water purification
☐ Household pets
☐ Dogs (rabies)
☐ Cats (ringworms & rabies)
☐ Rabbits (encephalitis)
■ OCCUPATIONAL HAZARDS
☐ Tools
☐ Machinery
☐ Recognize insecticides
☐ Decontamination of vegetables
☐ Exposure to insecticides
■ COMMUNITY HAZARDS
☐ Drainage
☐ Street conditions
☐ Power lines and plants
☐ Railroad crossings
☐ Abandoned buildings

Name ____________________ Sex: M F Telephone __________
(Last) (First) (Middle)

Address ____________________ Birthdate __________

HEALTH

Vision __________
Hearing __________
No. Visits to Doctor/Yr. __________

MISCELLANEOUS

Citizen: Yes No
Transportation: __________
Driver's License: Yes No
Ethnic Origin: __________
Automobile: Yes No
Employment: FT PT None
Registered to Vote: Yes No
Time on Job: __________
Subscriptions: Paper Magazine Other Radio TV
Who Informed You of ABE: __________

FAMILY ENVIRONMENT

Marital Status __________ Spouse's Name __________ His (Her) Occupation __________
Children: Number __________ Ages __________ No. in School __________

Enrollment Date __________ Termination Date __________
Reason for Termination __________

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ jrs.

☐ LISTENING
☐ Listening for meaning
☐ Following directions
☐ Listening for main ideas
☐ Sound discrimination
☐ Intonation and accentuation
☐ PRONOUNCING (phonology)
☐ Indicate sounds
☐ English vowels
☐ English consonants
☐ English dipthongs
☐ Clusters of sounds
☐ Sounds to letter correspondance
☐ International patterns
☐ Stress pitch levels
☐ Phrase terminations-rhythm
☐ English speech contrasted
☐ Teaching problem sounds
☐ SPEAKING
☐ Informal conversation
☐ Question and answer
☐ Vocabulary study
☐ Vocabulary building
☐ Locating information
☐ Comprehension
☐ Reading manuscript
☐ WRITING
☐ Motor skills
☐ Cursive writing
☐ Composition
☐ Tracing
☐ Copying
☐ Capitalization
☐ Spelling
☐ Punctuation
☐ LEVEL II
☐ LISTENING
☐ Following directions
☐ Main ideas
☐ Meaning
☐ Usage
☐ Intonation and accentuation
☐ SPEAKING
☐ Informal Conversation
☐ Vocabulary
☐ Group discussion
☐ Oral reports

☐ Pronunciation, enunciation
☐ Job Interview
☐ READING
☐ Vocabulary development
☐ Locating information
☐ Dictionary
☐ Directories
☐ Catalogs
☐ Maps
☐ Graphs and charts
☐ Reference materials
☐ Comprehension
☐ Discrimination
☐ Tone and mood of writer
☐ Quality of expression
☐ Inferences and assumptions
☐ Facts and opinions
☐ Judgments
☐ Imagery
☐ WRITING
☐ Improvement of cursive writing
☐ Composition
☐ Sentence construction
☐ Paragraph development
☐ Topic sentence
☐ Supporting details
☐ Grammar
☐ Parts of speech
☐ Verb usage
☐ Punctuation
☐ Commas
☐ Quotation marks
☐ Spelling
☐ Capitalization
☐ Contractions
☐ Abbreviations
☐ Syllabication
☐ Income tax short forms
☐ Job Applications
☐ LEVEL III

☐ The sentence
☐ Abbreviations
☐ Contractions
☐ Syllabication
☐ Parts of speech
☐ Classification of sentences
☐ Structure and sentence build.
☐ DICTIONARY STUDY
☐ Prefixes
☐ Suffixes
☐ Pronunciation
☐ Synonyms
☐ Antonyms
☐ Homonyms
☐ Definitions
☐ Spelling
☐ OUTLINING
☐ PARAGRAPH WRITING
☐ LETTER WRITING
☐ JOB APPLICATIONS
☐ LISTENING
☐ For main ideas
☐ For meaning
☐ For following directions
☐ For developing correct usage
☐ For intonation and accentua.
☐ SPEAKING
☐ Group discussion
☐ Informal conversation
☐ Vocabulary study
☐ Oral reports
☐ Job interviews
☐ READING
☐ Locating information
☐ Comprehension

Students Name ____________
Level ____________
Skills Check ____________
Communication ____________

NUMBER THEORY
Greater than
Less than
RECOGNIZE, WRITE, AND USE NUMBERS
0-9
10-100
Place value
Interpret written numbers into numerals
Interpret numerals into written words
ADDITION
One digit numbers both vertical and horizontal
Two digit numbers
Two digit numbers - regrouping - vertical and horizontal
Three rows of three digit numbers
Four digit numbers
Columnar addition
SUBTRACTION
One digit numbers both vertical and horizontal
Two digit numbers and checking
Two digit numbers and regrouping
Three digit numbers
Four digit numbers
MULTIPLICATION
One digit numbers
Three digits by one digit no carrying
Three by one digit - including carrying
Dollars by one digit
Three digits by two digits
Three digits by
DIVISION
One digit numbers
Two digits by one digit - no remainder
One-two digit dividends by one digit divisor - remainder
Three digits by two digits

INTERPRETING WORD PROBLEMS
Student written problems
Word problems with simple addition
Word problems with subtraction
Word problems with addition and subtraction
Word problems with multiplication
Word problems with division
Word problems combining operations
FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
Speed
Time
Distance
GEOMETRY
Location of places by number
Area and square units: squares, rectangles, and triangles
Volume
Circles - area and circumference
FRACTIONS
Greater than and less than
Addition and subtraction of like fractions
Multiplication
Division
Addition and subtraction of unlike fractions and mixed numbers
Mixed operations
Fractional and mixture pro-
DECIMALS
Read and write decimals
Change fractions to decimals and decimals to fractions
Addition
Subtractions
Multiplication
Division

PERCENT
Read and write percent
Change percents to decimals and decimals to fractions
Find what percent one number is of another
Percents larger than 100
Find a number of which a percent is given
CONSUMER BUYING
Installment buying
Budgeting including income and fixed expenses
Values in purchasing
Time, as related to earning power, workday, time clock, and time and a half overtime
Discount prices
Taxes
Profit and loss
GED PREPARATION
Squares and square root
Series arithmetic, geometric miscellaneous
Addition and subtractions of monomials and binomials
Factoring binomials and trinomials
Quadratic formula
Logarithms, base ten, use of tables
GED preparation (con't)
Ratio and proportion
Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
Parallel lines, transversals and parallelograms
Area of a trapezoid
Circles - chords and arcs

Students Name ______
Level ______
Skills check in Mathematics

- ■ CONCEPTS, SERVICE TO COMMUNITY
- ☐ Volunteer fireman
- ☐ Volunteer policeman
- ☐ Public office
- ☐ Community projects
- ☐ Health and welfare
- ☐ Recreation leaders
- ■ SERVICE TO STATE AND NATION
- ☐ Jury duty
- ☐ Public office
- ☐ Voting
- ■ CONCEPTS, BECOMING AN AMERICAN
- ☐ Preparing for the naturalization
- ☐ Literary requirements
- ☐ Applying for citizenship
- ☐ Filing for citizenship
- ☐ Taking the naturalization test
- ☐ Oath of allegiance
- ☐ Continuing citizenship obligations
- ☐ Concepts, organization of government
- ☐ Local
- ☐ State
- ☐ Federal
- ☐ Welfare services
- ☐ Social security
- ☐ Medicare
- ☐ Education
- ☐ Health
- ■ SOURCES OF REVENUE
- ☐ Local
- ☐ State
- ☐ Federal government
- ■ RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
- ☐ Executive
- ☐ Judicial
- ☐ Legislative

- ■ CITIZEN'S LEGAL RESPONSIBILITIES
- ☐ Community
- ☐ State
- ☐ Nation
- ☐ Need for taxation at all levels
- ■ COMMUNITY SERVICE
- ☐ Police department
- ☐ Fire department
- ☐ Water department
- ☐ Sanitation department
- ☐ Streets and maintenance department
- ☐ Zoning of city
- ☐ Libraries within the city or county
- ☐ Parks
- ☐ Social security, medicare,
- ☐ A.D.C.
- ☐ Civil defense
- ☐ Military services
- ☐ Public education, including adult education
- ☐ Federal and state highways
- ☐ National and state parks
- ☐ Federal, state, and community administration
- ■ CITIZEN'S LEGAL RIGHTS
- ☐ The bill of rights
- ☐ Freedom of religion
- ☐ Press
- ☐ Speech
- ☐ Assembly
- ☐ Petition
- ☐ The right to bear arms
- ☐ Freedom from search

- ☐ Protection of accused
- ☐ Rights of accused persons
- ☐ Trial by jury
- ☐ No excessive fines or cruel punishment
- ☐ Protection of minority groups
- ☐ Right to vote
- ■ THREE TYPES OF LAW
- ☐ Common law
- ☐ Statutory law
- ☐ Administrative law
- ☐ HOW LAW AFFECTS THE CITIZEN
- ☐ Contracts
- ☐ Business
- ☐ Marriage and divorce
- ☐ Employer and employee
- ☐ Buying and selling
- ☐ Agency contracts
- ☐ Bailment contracts
- ■ CIVIL LAWS
- ☐ Rights to protect himself and his property
- ☐ Auto accidents
- ☐ Injuries "on the job"
- ☐ Injury to property
- ☐ Injury to personal liberty
- ☐ Unlawful arrest
- ☐ Threat by assualt
- ☐ False imprisonment
- ☐ Injury to reputation through libel or slander

Students Name ______________________

Level ______________________

Skills Check in Socials and citizenship

GETTING ACQUAINTED
Getting to know each other
Jobs we can do
JOBS OF TODAY
Specific development
Importance of new job skills
Training and re-training
EMPLOYMENT SERVICES
Use of public agencies
Varied services of private agencies
EMPLOYMENT INTERVIEWS
Why interview
Interview preparation
Interview behavior
PREPARING JOB APPLICATION BLANKS
Purpose
General information on job application
Specific information
Job application
Employment agency application
Social security number application

GETTING ALONG ON THE JOB
Doing the job
Developing good work habits
Working with others
RESPONSIBILITIES ON THE JOB
Qualities that succeed on the job
Accepting job responsibilities
Moving ahead on the job
Vocational
Occupational
Educational

Students Name ______

Level ______

Occupational and Educational Opportunities ______

Students Name ____________

Level ____________

Skills check in Science and Health

■ SCIENCE
☐ Weather and climate
☐ Environmental influences
☐ Weather hazards
☐ Forecasting weather
☐ Precipitation
■ WATER PURIFICATION AND SOLVENTS
☐ Distillation
☐ Chlorination
☐ Filtration
☐ Boiling
☐ Recognition of polluted water
■ SOLVENTS
☐ Acetone
☐ Gasoline
☐ Turpentine
☐ Vinegar
■ EARTH FORMATION
☐ Rocks and minerals
☐ Oil and gas
☐ Timber
☐ Water
■ THE FIVE SENSES
☐ Sight
☐ Hearing
☐ Smell
☐ Taste
☐ Touch
■ SIMPLE MACHINES
☐ Lever
☐ Inclined plane
☐ Pulley
☐ Wheel and axle
☐ Wedge
☐ Screw
☐ Compass
☐ Terminology in electricity
■ HEALTH
☐ Cleanliness
☐ Hair
☐ Nails
☐ Proper bath
☐ Halitosis
☐ Clothing
☐ House
☐ Yard
☐ Disposal of garbage
☐ Pest control
☐ Care of eyes
☐ Ears
☐ Teeth
☐ Feet
☐ Skin
■ BASIC FOODS
☐ Balanced diet
☐ Milk
☐ Meat
☐ Vegetables and fruits
☐ Bread and cereal groups
☐ Recognition of spoiled food
☐ Meal planning
☐ Nutritional control
■ HEALTH NEEDS
☐ Inoculation
☐ Measles
☐ Polio
☐ Mumps
☐ Diptheria
☐ Small pox
☐ Tetanus
☐ Whooping cough
☐ Colds and flu
■ PERIODIC CHECK-UPS
☐ Cancer
☐ Tuberculosis
☐ Blood count
☐ Venereal disease
☐ Superstitions
☐ "Old wives tales"
☐ Home remedies (good and bad)
☐ Healers
☐ Prescriptions
☐ Patent medicines
☐ Other people's medicines
■ INSECT AND REPTILE HAZARDS
☐ Spiders
☐ Ticks
☐ Snakes
☐ Scorpions
☐ Mosquitoes
☐ Lice
■ BIRTH CONTROL
☐ Health hazards
☐ Reading labels and directions
☐ Storing
☐ Identifying dangerous symbols
☐ Using drugs and medicines
☐ Using inflammables safely
☐ Handling electrical appliances
☐ Water dangers
☐ Recreational
☐ Water purification
☐ Household pets
☐ Dogs (rabies)
☐ Cats (ringworms & rabies)
☐ Rabbits (encephalitis)
■ OCCUPATIONAL HAZARDS
☐ Tools
☐ Machinery
☐ Recognize insecticides
☐ Decontamination of vegetables
☐ Exposure to insecticides
■ COMMUNITY HAZARDS
☐ Drainage
☐ Street conditions
☐ Power lines and plants
☐ Railroad crossings
☐ Abandoned buildings

Name ______ Sex: M F Telephone ______
(Last) (First) (Middle)
Address ______ Birthdate ______

HEALTH

MISCELLANEOUS

Vision ______
Hearing ______
No. Visits to Doctor/Yr. ______

Citizen: Yes No
Driver's License: Yes No
Automobile: Yes No
Registered to Vote: Yes No
Subscriptions: Paper Magazine Other
Who Informed You of ABE: ______

Transportation: ______
Ethnic Origin: ______
Employment: FT PT None
Time on Job: ______
Radio TV

FAMILY ENVIRONMENT

Marital Status ______ Spouse's Name ______ His (Her) Occupation ______
Children: Number ______ Ages ______ No. in School ______

Enrollment Date ______ Termination Date ______
Reason for Termination ______

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ jrs.

■ LISTENING
☐ Listening for meaning
☐ Following directions
☐ Listening for main ideas
☐ Sound discrimination
☐ Intonation and accentuation
■ PRONOUNCING (phonology)
☐ Indicate sounds
☐ English vowels
☐ English consonants
☐ English dipthongs
☐ Clusters of sounds
☐ Sounds to letter correspondance
☐ International patterns
☐ Stress pitch levels
☐ Phrase terminations-rhythm
☐ English speech contrasted
☐ Teaching problem sounds
■ SPEAKING
☐ Informal conversation
☐ Question and answer
☐ Vocabulary study
☐ Vocabulary building
☐ Locating information
☐ Comprehension
☐ Reading manuscript
■ WRITING
☐ Motor skills
☐ Cursive writing
☐ Composition
☐ Tracing
☐ Copying
☐ Capitalization
☐ Spelling
☐ Punctuation
■ LEVEL II
■ LISTENING
☐ Following directions
☐ Main ideas
☐ Meaning
☐ Usage
☐ Intonation and accentuation
■ SPEAKING
☐ Informal Conversation
☐ Vocabulary
☐ Group discussion
☐ Oral reports

☐ Pronunciation, enunciation
☐ Job Interview
■ READING
☐ Vocabulary development
☐ Locating information
☐ Dictionary
☐ Directories
☐ Catalogs
☐ Maps
☐ Graphs and charts
☐ Reference materials
☐ Comprehension
☐ Discrimination
☐ Tone and mood of writer
☐ Quality of expression
☐ Inferences and assumptions
☐ Facts and opinions
☐ Judgments
☐ Imagery
■ WRITING
☐ Improvement of cursive writing
☐ Composition
☐ Sentence construction
☐ Paragraph development
☐ Topic sentence
☐ Supporting details
☐ Grammar
☐ Parts of speech
☐ Verb usage
☐ Punctuation
☐ Commas
☐ Quotation marks
☐ Spelling
☐ Capitalization
☐ Contractions
☐ Abbreviations
☐ Syllabication
☐ Income tax short forms
☐ Job Applications
■ LEVEL III

☐ The sentence
☐ Abbreviations
☐ Contractions
☐ Syllabication
☐ Parts of speech
☐ Classification of sentences
☐ Structure and sentence build.
■ DICTIONARY STUDY
☐ Prefixes
☐ Suffixes
☐ Pronunciation
☐ Synonyms
☐ Antonyms
☐ Homonyms
☐ Definitions
☐ Spelling
■ OUTLINING
■ PARAGRAPH WRITING
■ LETTER WRITING
■ JOB APPLICATIONS
☐ LISTENING
☐ For main ideas
☐ For meaning
☐ For following directions
☐ For developing correct usage
☐ For intonation and accentua.
■ SPEAKING
☐ Group discussion
☐ Informal conversation
☐ Vocabulary study
☐ Oral reports
☐ Job interviews
■ READING
☐ Locating information
☐ Comprehension

Students Name ____________________

Level ____________________

Skills Check ____________________

Communication ____________________

NUMBER THEORY
Greater than
Less than
RECOGNIZE, WRITE, AND USE NUMBERS
0-9
10-100
Place value
Interpret written numbers into numerals
Interpret numerals into written words
ADDITION
One digit numbers both vertical and horizontal
Two digit numbers
Two digit numbers - regrouping - vertical and horizontal
Three rows of three digit numbers
Four digit numbers
Columnar addition
SUBTRACTION
One digit numbers both vertical and horizontal
Two digit numbers and checking
Two digit numbers and regrouping
Three digit numbers
Four digit numbers
MULTIPLICATION
One digit numbers
Three digits by one digit no carrying
Three by one digit - including carrying
Dollars by one digit
Three digits by two digits
Three digits by
DIVISION
One digit numbers
Two digits by one digit - no remainder
One-two digit dividends by one digit divisor - remainder
Three digits by two digits

INTERPRETING WORD PROBLEMS
Student written problems
Word problems with simple addition
Word problems with subtraction
Word problems with addition and subtraction
Word problems with multiplication
Word problems with division
Word problems combining operations
FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
Speed
Time
Distance
GEOMETRY
Location of places by number
Area and square units: squares, rectangles, and triangles
Volume
Circles - area and circumference
FRACTIONS
Greater than and less than
Addition and subtraction of like fractions
Multiplication
Division
Addition and subtraction of unlike fractions and mixed numbers
Mixed operations
Fractional and mixture pro-
DECIMALS
Read and write decimals
Change fractions to decimals and decimals to fractions
Addition
Subtractions
Multiplication
Division

PERCENT
Read and write percent
Change percents to decimals and decimals to fractions
Find what percent one number is of another
Percents larger than 100
Find a number of which a percent is given
CONSUMER BUYING
Installment buying
Budgeting including income and fixed expenses
Values in purchasing
Time, as related to earning power, workday, time clock, and time and a half overtime
Discount prices
Taxes
Profit and loss
GED PREPARATION
Squares and square root
Series arithmetic, geometric miscellaneous
Addition and subtractions of monomials and binomials
Factoring binomials and trinomials
Quadratic formula
Logarithms, base ten, use of tables
GED preparation (con't)
Ratio and proportion
Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
Parallel lines, transversals and parallelograms
Area of a trapezoid
Circles - chords and arcs

Students Name ____________

Level ____________

Skills check in Mathematics

■ CONCEPTS, SERVICE TO COMMUNITY
☐ Volunteer fireman
☐ Volunteer policeman
☐ Public office
☐ Community projects
☐ Health and welfare
☐ Recreation leaders
■ SERVICE TO STATE AND NATION
☐ Jury duty
☐ Public office
☐ Voting
■ CONCEPTS, BECOMING AN AMERICAN
☐ Preparing for the naturalization
☐ Literary requirements
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☐ Taking the naturalization test
☐ Oath of allegiance
☐ Continuing citizenship obligations
☐ Concepts, organization of government
☐ Local
☐ State
☐ Federal
☐ Welfare services
☐ Social security
☐ Medicare
☐ Education
☐ Health
■ SOURCES OF REVENUE
☐ Local
☐ State
☐ Federal government
■ RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
☐ Executive
☐ Judicial
☐ Legislative

■ CITIZEN'S LEGAL RESPONSIBILITIES
☐ Community
☐ State
☐ Nation
☐ Need for taxation at all levels
■ COMMUNITY SERVICE
☐ Police department
☐ Fire department
☐ Water department
☐ Sanitation department
☐ Streets and maintenance department
☐ Zoning of city
☐ Libraries within the city or county
☐ Parks
☐ Social security, medicare,
☐ A.D.C.
☐ Civil defense
☐ Military services
☐ Public education, including adult education
☐ Federal and state highways
☐ National and state parks
☐ Federal, state, and community administration
■ CITIZEN'S LEGAL RIGHTS
☐ The bill of rights
☐ Freedom of religion
☐ Press
☐ Speech
☐ Assembly
☐ Petition
☐ The right to bear arms
☐ Freedom from search

☐ Protection of accused
☐ Rights of accused persons
☐ Trial by jury
☐ No excessive fines or cruel punishment
☐ Protection of minority groups
☐ Right to vote
■ THREE TYPES OF LAW
☐ Common law
☐ Statutory law
☐ Administrative law
☐ HOW LAW AFFECTS THE CITIZEN
☐ Contracts
☐ Business
☐ Marriage and divorce
☐ Employer and employee
☐ Buying and selling
☐ Agency contracts
☐ Bailment contracts
■ CIVIL LAWS
☐ Rights to protect himself and his property
☐ Auto accidents
☐ Injuries "on the job"
☐ Injury to property
☐ Injury to personal liberty
☐ Unlawful arrest
☐ Threat by assualt
☐ False imprisonment
☐ Injury to reputation through libel or slander

Students Name ____________________

Level ____________________

Skills Check in Socials and citizenship

GETTING ACQUAINTED
Getting to know each other
Jobs we can do
JOBS OF TODAY
Specific development
Importance of new job skills
Training and re-training
EMPLOYMENT SERVICES
Use of public agencies
Varied services of private agencies
EMPLOYMENT INTERVIEWS
Why interview
Interview preparation
Interview behavior
PREPARING JOB APPLICATION BLANKS
Purpose
General information on job application
Specific information
Job application
Employment agency application
Social security number application

GETTING ALONG ON THE JOB
Doing the job
Developing good work habits
Working with others
RESPONSIBILITIES ON THE JOB
Qualities that succeed on the job
Accepting job responsibilities
Moving ahead on the job
Vocational
Occupational
Educational

Students Name ____________
Level ____________
Occupational and Educational Opportunities ____________

Students Name

Level

Skills check in Science and Health

☐ SCIENCE
☐ Weather and climate
☐ Environmental influences
☐ Weather hazards
☐ Forecasting weather
☐ Precipitation
☐ WATER PURIFICATION AND SOLVENTS
☐ Distillation
☐ Chlorination
☐ Filtration
☐ Boiling
☐ Recognition of polluted water
☐ SOLVENTS
☐ Acetone
☐ Gasoline
☐ Turpentine
☐ Vinegar
☐ EARTH FORMATION
☐ Rocks and minerals
☐ Oil and gas
☐ Timber
☐ Water
☐ THE FIVE SENSES
☐ Sight
☐ Hearing
☐ Smell
☐ Taste
☐ Touch
☐ SIMPLE MACHINES
☐ Lever
☐ Inclined plane
☐ Pulley
☐ Wheel and axle
☐ Wedge
☐ Screw
☐ Compass
☐ Terminology in electricity
☐ HEALTH
☐ Cleanliness
☐ Hair
☐ Nails

☐ Proper bath
☐ Halitosis
☐ Clothing
☐ House
☐ Yard
☐ Disposal of garbage
☐ Pest control
☐ Care of eyes
☐ Ears
☐ Teeth
☐ Feet
☐ Skin
☐ BASIC FOODS
☐ Balanced diet
☐ Milk
☐ Meat
☐ Vegetables and fruits
☐ Bread and cereal groups
☐ Recognition of spoiled food
☐ Meal planning
☐ Nutritional control
☐ HEALTH NEEDS
☐ Inoculation
☐ Measles
☐ Polio
☐ Mumps
☐ Diptheria
☐ Small pox
☐ Tetanus
☐ Whooping cough
☐ Colds and flu
☐ PERIODIC CHECK-UPS
☐ Cancer
☐ Tuberculosis
☐ Blood count
☐ Venereal disease
☐ Superstitions
☐ "Old wives tales"
☐ Home remedies (good and bad)
☐ Healers
☐ Prescriptions
☐ Patent medicines
☐ Other people's medicines
☐ INSECT AND REPTILE HAZARDS

☐ Spiders
☐ Ticks
☐ Snakes
☐ Scorpions
☐ Mosquitoes
☐ Lice
☐ BIRTH CONTROL
☐ Health hazards
☐ Reading labels and direc-
☐ Storing
☐ Identifying dangerous symbols
☐ Using drugs and medicines
☐ Using inflammables safely
☐ Handling electrical appliances
☐ Water dangers
☐ Recreational
☐ Water purification
☐ Household pets
☐ Dogs (rabies)
☐ Cats (ringworms & rabies)
☐ Rabbits (encephalitis)
☐ OCCUPATIONAL HAZARDS
☐ Tools
☐ Machinery
☐ Recognize insecticides
☐ Decontamination of vegetables
☐ Exposure to insecticides
☐ COMMUNITY HAZARDS
☐ Drainage
☐ Street conditions
☐ Power lines and plants
☐ Railroad crossings
☐ Abandoned buildings

Name __________ Sex: M F Telephone __________
(Last) (First) (Middle)

Address __________ Birthdate __________

HEALTH

MISCELLANEOUS

Vision __________ Citizen: Yes No __________ Transportation: __________

Hearing __________ Driver's License: Yes No __________ Ethnic Origin: __________

No. Visits to Doctor/Yr. __________ Automobile: Yes No __________ Employment: FT PT None __________

__________ Registered to Vote: Yes No __________ Time on Job: __________

__________ Subscriptions: Paper Magazine Other __________ Radio TV __________

__________ Who Informed You of ABE: __________

FAMILY ENVIRONMENT

Marital Status __________ Spouse's Name __________ His (Her) Occupation __________

Children: Number __________ Ages __________ No. in School __________

Enrollment Date __________ Termination Date __________

Reason for Termination __________

Sept.____ Oct.____ Nov.____ Dec.____ Jan.____ Feb.____ March____ April____ May____ June____ Jul.____ Aug.____
hrs. hrs. hrs. hrs. hrs. hrs. hrs. hrs. hrs. hrs. hrs. jrs.

■ LISTENING
☐ Listening for meaning
☐ Following directions
☐ Listening for main ideas
☐ Sound discrimination
☐ Intonation and accentuation
■ PRONOUNCING (phonology)
☐ Indicate sounds
☐ English vowels
☐ English consonants
☐ English dipthongs
☐ Clusters of sounds
☐ Sounds to letter correspondance
☐ International patterns
☐ Stress pitch levels
☐ Phrase terminations-rhythm
☐ English speech contrasted
☐ Teaching problem sounds
■ SPEAKING
☐ Informal conversation
☐ Question and answer
☐ Vocabulary study
☐ Vocabulary building
☐ Locating information
☐ Comprehension
☐ Reading manuscript
■ WRITING
☐ Motor skills
☐ Cursive writing
☐ Composition
☐ Tracing
☐ Copying
☐ Capitalization
☐ Spelling
☐ Punctuation
■ LEVEL II
■ LISTENING
☐ Following directions
☐ Main ideas
☐ Meaning
☐ Usage
☐ Intonation and accentuation
■ SPEAKING
☐ Informal Conversation
☐ Vocabulary
☐ Group discussion
☐ Oral reports

☐ Pronunciation, enunciation
☐ Job Interview
■ READING
☐ Vocabulary development
☐ Locating information
☐ Dictionary
☐ Directories
☐ Catalogs
☐ Maps
☐ Graphs and charts
☐ Reference materials
☐ Comprehension
☐ Discrimination
☐ Tone and mood of writer
☐ Quality of expression
☐ Inferences and assumptions
☐ Facts and opinions
☐ Judgments
☐ Imagery
■ WRITING
☐ Improvement of cursive writing
☐ Composition
☐ Sentence construction
☐ Paragraph development
☐ Topic sentence
☐ Supporting details
☐ Grammar
☐ Parts of speech
☐ Verb usage
☐ Punctuation
☐ Commas
☐ Quotation marks
☐ Spelling
☐ Capitalization
☐ Contractions
☐ Abbreviations
☐ Syllabication
☐ Income tax short forms
☐ Job Applications
■ LEVEL III

☐ The sentence
☐ Abbreviations
☐ Contractions
☐ Syllabication
☐ Parts of speech
☐ Classification of sentences
☐ Structure and sentence build.
■ DICTIONARY STUDY
☐ Prefixes
☐ Suffixes
☐ Pronunciation
☐ Synonyms
☐ Antonyms
☐ Homonyms
☐ Definitions
☐ Spelling
■ OUTLINING
■ PARAGRAPH WRITING
■ LETTER WRITING
■ JOB APPLICATIONS
☐ LISTENING
☐ For main ideas
☐ For meaning
☐ For following directions
☐ For developing correct usage
☐ For intonation and accentua.
■ SPEAKING
☐ Group discussion
☐ Informal conversation
☐ Vocabulary study
☐ Oral reports
☐ Job Interviews
■ READING
☐ Locating information
☐ Comprehension

Students Name ____________

Level ____________

Skills Check ____________

Communication ____________

Students Name ____

Level ____

Skills check in Mathematics

- NUMBER THEORY
- Greater than
- Less than
- RECOGNIZE, WRITE, AND USE NUMBERS
- 0-9
- 10-100
- Place value
- Interpret written numbers into numerals
- Interpret numerals into written words
- ADDITION
- One digit numbers both vertical and horizontal
- Two digit numbers
- Two digit numbers - regrouping - vertical and horizontal
- Three rows of three digit numbers
- Four digit numbers
- Columnar addition
- SUBTRACTION
- One digit numbers both vertical and horizontal
- Two digit numbers and checking
- Two digit numbers and regrouping
- Three digit numbers
- Four digit numbers
- MULTIPLICATION
- One digit numbers
- Three digits by one digit no carrying
- Three by one digit - including carrying
- Dollars by one digit
- Three digits by two digits
- Three digits by
- DIVISION
- One digit numbers
- Two digits by one digit - no remainder
- One-two digit dividends by one digit divisor - remainder
- Three digits by two digits

- INTERPRETING WORD PROBLEMS
- Student written problems
- Word problems with simple addition
- Word problems with subtraction
- Word problems with addition and subtraction
- Word problems with multiplication
- Word problems with division
- Word problems combining operations
- FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
- Speed
- Time
- Distance
- GEOMETRY
- Location of places by number
- Area and square units: squares, rectangles, and triangles
- Volume
- Circles - area and circumference
- FRACTIONS
- Greater than and less than
- Addition and subtraction of like fractions
- Multiplication
- Division
- Addition and subtraction of unlike fractions and mixed numbers
- Mixed operations
- Fractional and mixture pro-
- DECIMALS
- Read and write decimals
- Change fractions to decimals and decimals to fractions
- Addition
- Subtractions
- Multiplication
- Division

- PERCENT
- Read and write percent
- Change percents to decimals and decimals to fractions
- Find what percent one number is of another
- Percents larger than 100
- Find a number of which a percent is given
- CONSUMER BUYING
- Installment buying
- Budgeting including income and fixed expenses
- Values in purchasing
- Time, as related to earning power, workday, time clock, and time and a half overtime
- Discount prices
- Taxes
- Profit and loss
- GED PREPARATION
- Squares and square root
- Series arithmetic, geometric miscellaneous
- Addition and subtractions of monomials and binomials
- Factoring binomials and trinomials
- Quadratic formula
- Logarithms, base ten, use of tables
- GED preparation (con't)
- Ratio and proportion
- Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
- Parallel lines, transversals and parallelograms
- Area of a trapezoid
- Circles - chords and arcs

CONCEPTS, SERVICE TO COMMUNITY
Volunteer fireman
Volunteer policeman
Public office
Community projects
Health and welfare
Recreation leaders
SERVICE TO STATE AND NATION
Jury duty
Public Office
Voting
CONCEPTS, BECOMING AN AMERICAN
Preparing for the naturalization
Literary requirements
Applying for citizenship
Filing for citizenship
Taking the naturalization test
Oath of allegiance
Continuing citizenship obligations
Concepts, organization of government
Local
State
Federal
Welfare services
Social security
Medicare
Education
Health
SOURCES OF REVENUE
Local
State
Federal government
RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
Executive
Judicial
Legislative

CITIZEN'S LEGAL RESPONSIBILITIES
Community
State
Nation
Need for taxation at all levels
COMMUNITY SERVICE
Police department
Fire department
Water department
Sanitation department
Streets and maintenance department
Zoning of city
Libraries within the city or county
Parks
Social security, medicare, A.D.C.
Civil defense
Military services
Public education, including adult education
Federal and state highways
National and state parks
Federal, state, and community administration
CITIZEN'S LEGAL RIGHTS
The bill of rights
Freedom of religion
Press
Speech
Assembly
Petition
The right to bear arms
Freedom from search

Protection of accused
Rights of accused persons
Trial by jury
No excessive fines or cruel punishment
Protection of minority groups
Right to vote
THREE TYPES OF LAW
Common law
Statutory law
Administrative law
HOW LAW AFFECTS THE CITIZEN
Contracts
Business
Marriage and divorce
Employer and employee
Buying and selling
Agency contracts
Bailment contracts
CIVIL LAWS
Rights to protect himself and his property
Auto accidents
Injuries "on the job"
Injury to property
Injury to personal liberty
Unlawful arrest
Threat by assualt
False imprisonment
Injury to reputation through libel or slander

Students Name ____________

Level ____________

Skills Check in Socials and citizenship

GETTING ACQUAINTED
Getting to know each other
Jobs we can do
JOBS OF TODAY
Specific development
Importance of new job skills
Training and re-training
EMPLOYMENT SERVICES
Use of public agencies
Varied services of private agencies
EMPLOYMENT INTERVIEWS
Why interview
Interview preparation
Interview behavior
PREPARING JOB APPLICATION BLANKS
Purpose
General information on job application
Specific information
Job application
Employment agency application
Social security number application

GETTING ALONG ON THE JOB
Doing the job
Developing good work habits
Working with others
RESPONSIBILITIES ON THE JOB
Qualities that succeed on the job
Accepting job responsibilities
Moving ahead on the job
Vocational
Occupational
Educational

Students Name

Level

Occupational and Educational Opportunities

Students Name ____________

Level ____________

Skills check in Science and Health

■ SCIENCE
☐ Weather and climate
☐ Environmental influences
☐ Weather hazards
☐ Forecasting weather
☐ Precipitation
■ WATER PURIFICATION AND SOLVENTS
☐ Distillation
☐ Chlorination
☐ Filtration
☐ Boiling
☐ Recognition of polluted water
■ SOLVENTS
☐ Acetone
☐ Gasoline
☐ Turpentine
☐ Vinegar
■ EARTH FORMATION
☐ Rocks and minerals
☐ Oil and gas
☐ Timber
☐ Water
■ THE FIVE SENSES
☐ Sight
☐ Hearing
☐ Smell
☐ Taste
☐ Touch
■ SIMPLE MACHINES
☐ Lever
☐ Inclined plane
☐ Pulley
☐ Wheel and axle
☐ Wedge
☐ Screw
☐ Compass
☐ Terminology in electricity
■ HEALTH
☐ Cleanliness
☐ Hair
☐ Nails
☐ Proper bath
☐ Halitosis
☐ Clothing
☐ House
☐ Yard
☐ Disposal of garbage
☐ Pest control
☐ Care of eyes
☐ Ears
☐ Teeth
☐ Feet
☐ Skin
■ BASIC FOODS
☐ Balanced diet
☐ Milk
☐ Meat
☐ Vegetables and fruits
☐ Bread and cereal groups
☐ Recognition of spoiled food
☐ Meal planning
☐ Nutritional control
■ HEALTH NEEDS
☐ Inoculation
☐ Measles
☐ Polio
☐ Mumps
☐ Diptheria
☐ Small pox
☐ Tetanus
☐ Whooping cough
☐ Colds and flu
■ PERIODIC CHECK-UPS
☐ Cancer
☐ Tuberculosis
☐ Blood count
☐ Venereal disease
☐ Superstitions
☐ "Old wives tales"
☐ Home remedies (good and bad)
☐ Healers
☐ Prescriptions
☐ Patent medicines
☐ Other people's medicines
■ INSECT AND REPTILE HAZARDS
☐ Spiders
☐ Ticks
☐ Snakes
☐ Scorpions
☐ Mosquitoes
☐ Lice
■ BIRTH CONTROL
☐ Health hazards
☐ Reading labels and direc-
☐ Storing
☐ Identifying dangerous symbols
☐ Using drugs and medicines
☐ Using inflammables safely
☐ Handling electrical appliances
☐ Water dangers
☐ Recreational
☐ Water purification
☐ Household pets
☐ Dogs (rabies)
☐ Cats (ringworms & rabies)
☐ Rabbits (encephalitis)
■ OCCUPATIONAL HAZARDS
☐ Tools
☐ Machinery
☐ Recognize insecticides
☐ Decontamination of vegetables
☐ Exposure to insecticides
■ COMMUNITY HAZARDS
☐ Drainage
☐ Street conditions
☐ Power lines and plants
☐ Railroad crossings
☐ Abandoned buildings

Name ______ Sex: M F Telephone ______
(Last) (First) (Middle)
Address ______ Birthdate ______

HEALTH MISCELLANEOUS

Vision ______ Citizen: Yes No Transportation: ______
Hearing ______ Driver's License: Yes No Ethnic Origin: ______
No. Visits to Doctor/Yr. ______ Automobile: Yes No Employment: FT PT None
______ Registered to Vote: Yes No Time on Job: ______
______ Subscriptions: Paper Magazine Other Radio TV
______ Who Informed You of ABE: ______

FAMILY ENVIRONMENT

Marital Status ______ Spouse's Name ______ His (Her) Occupation ______
Children: Number ______ Ages ______ No. in School ______

Enrollment Date ______ Termination Date ______
Reason for Termination ______

Sept.___ hrs. Oct.___ hrs. Nov.___ hrs. Dec.___ hrs. Jan.___ hrs. Feb.___ hrs. March___ hrs. April___ hrs. May___ hrs. June___ hrs. Jul.___ hrs. Aug.___ jrs.

- ■ LISTENING
- ☐ Listening for meaning
- ☐ Following directions
- ☐ Listening for main ideas
- ☐ Sound discrimination
- ☐ Intonation and accentuation
- ■ PRONOUNCING (phonology)
- ☐ Indicate sounds
- ☐ English vowels
- ☐ English consonants
- ☐ English dipthongs
- ☐ Clusters of sounds
- ☐ Sounds to letter correspondance
- ☐ International patterns
- ☐ Stress pitch levels
- ☐ Phrase terminations-rhythm
- ☐ English speech contrasted
- ☐ Teaching problem sounds
- ■ SPEAKING
- ☐ Informal conversation
- ☐ Question and answer
- ☐ Vocabulary study
- ☐ Vocabulary building
- ☐ Locating information
- ☐ Comprehension
- ☐ Reading manuscript
- ■ WRITING
- ☐ Motor skills
- ☐ Cursive writing
- ☐ Composition
- ☐ Tracing
- ☐ Copying
- ☐ Capitalization
- ☐ Spelling
- ☐ Punctuation
- ■ LEVEL II
- ■ LISTENING
- ☐ Following directions
- ☐ Main ideas
- ☐ Meaning
- ☐ Usage
- ☐ Intonation and accentuation
- ■ SPEAKING
- ☐ Informal Conversation
- ☐ Vocabulary
- ☐ Group discussion
- ☐ Oral reports

- ☐ Pronunciation, enunciation
- ☐ Job Interview
- ■ READING
- ☐ Vocabulary development
- ☐ Locating information
- ☐ Dictionary
- ☐ Directories
- ☐ Catalogs
- ☐ Maps
- ☐ Graphs and charts
- ☐ Reference materials
- ☐ Comprehension
- ☐ Discrimination
- ☐ Tone and mood of writer
- ☐ Quality of expression
- ☐ Inferences and assumptions
- ☐ Facts and opinions
- ☐ Judgments
- ☐ Imagery
- ■ WRITING
- ☐ Improvement of cursive writing
- ☐ Composition
- ☐ Sentence construction
- ☐ Paragraph development
- ☐ Topic sentence
- ☐ Supporting details
- ☐ Grammar
- ☐ Parts of speech
- ☐ Verb usage
- ☐ Punctuation
- ☐ Commas
- ☐ Quotation marks
- ☐ Spelling
- ☐ Capitalization
- ☐ Contractions
- ☐ Abbreviations
- ☐ Syllabication
- ☐ Income tax short forms
- ☐ Job Applications
- ■ LEVEL III

- ☐ The sentence
- ☐ Abbreviations
- ☐ Contractions
- ☐ Syllabication
- ☐ Parts of speech
- ☐ Classification of sentences
- ☐ Structure and sentence build.
- ■ DICTIONARY STUDY
- ☐ Prefixes
- ☐ Suffixes
- ☐ Pronunciation
- ☐ Synonyms
- ☐ Antonyms
- ☐ Homonyms
- ☐ Definitions
- ☐ Spelling
- ■ OUTLINING
- ■ PARAGRAPH WRITING
- ■ LETTER WRITING
- ■ JOB APPLICATIONS
- ☐ LISTENING
- ☐ For main ideas
- ☐ For meaning
- ☐ For following directions
- ☐ For developing correct usage
- ☐ For intonation and accentua.
- ■ SPEAKING
- ☐ Group discussion
- ☐ Informal conversation
- ☐ Vocabulary study
- ☐ Oral reports
- ☐ Job interviews
- ■ READING
- ☐ Locating information
- ☐ Comprehension

Students Name ____________________

Level ____________________

Skills Check ____________________

Communication

NUMBER THEORY
- Greater than
- Less than

RECOGNIZE, WRITE, AND USE NUMBERS
- 0-9
- 10-100
- Place value
- Interpret written numbers into numerals
- Interpret numerals into written words

ADDITION
- One digit numbers both vertical and horizontal
- Two digit numbers
- Two digit numbers - regrouping - vertical and horizontal
- Three rows of three digit numbers
- Four digit numbers
- Columnar addition

SUBTRACTION
- One digit numbers both vertical and horizontal
- Two digit numbers and checking
- Two digit numbers and regrouping
- Three digit numbers
- Four digit numbers

MULTIPLICATION
- One digit numbers
- Three digits by one digit no carrying
- Three by one digit - including carrying
- Dollars by one digit
- Three digits by two digits
- Three digits by

DIVISION
- One digit numbers
- Two digits by one digit - no remainder
- One-two digit dividends by one digit divisor - remainder
- Three digits by two digits

INTERPRETING WORD PROBLEMS
- Student written problems
- Word problems with simple addition
- Word problems with subtraction
- Word problems with addition and subtraction
- Word problems with multiplication
- Word problems with division
- Word problems combining operations

FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
- Speed
- Time
- Distance

GEOMETRY
- Location of places by number
- Area and square units: squares, rectangles, and triangles
- Volume
- Circles - area and circumference

FRACTIONS
- Greater than and less than
- Addition and subtraction of like fractions
- Multiplication
- Division
- Addition and subtraction of unlike fractions and mixed numbers
- Mixed operations
- Fractional and mixture problems

DECIMALS
- Read and write decimals
- Change fractions to decimals and decimals to fractions
- Addition
- Subtractions
- Multiplication
- Division

PERCENT
- Read and write percent
- Change percents to decimals and decimals to fractions
- Find what percent one number is of another
- Percents larger than 100
- Find a number of which a percent is given

CONSUMER BUYING
- Installment buying
- Budgeting including income and fixed expenses
- Values in purchasing
- Time, as related to earning power, workday, time clock, and time and a half overtime
- Discount prices
- Taxes
- Profit and loss

GED PREPARATION
- Squares and square root
- Series arithmetic, geometric miscellaneous
- Addition and subtractions of monomials and binomials
- Factoring binomials and trinomials
- Quadratic formula
- Logarithms, base ten, use of tables

GED preparation (con't)
- Ratio and proportion
- Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
- Parallel lines, transversals and parallelograms
- Area of a trapezoid
- Circles - chords and arcs

Students Name ____________

Level ____________

Skills check in Mathematics

Students Name ______________________

Level ______________________

Skills Check in Socials and citizenship

CONCEPTS, SERVICE TO COMMUNITY
Volunteer fireman
Volunteer policeman
Public office
Community projects
Health and welfare
Recreation leaders
SERVICE TO STATE AND NATION
Jury duty
Public office
Voting
CONCEPTS, BECOMING AN AMERICAN
Preparing for the naturalization
Literary requirements
Applying for citizenship
Filing for citizenship
Taking the naturalization test
Oath of allegiance
Continuing citizenship obligations
Concepts, organization of government
Local
State
Federal
Welfare services
Social security
Medicare
Education
Health
SOURCES OF REVENUE
Local
State
Federal government
RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
Executive
Judicial
Legislative

CITIZEN'S LEGAL RESPONSIBILITIES
Community
State
Nation
Need for taxation at all levels
COMMUNITY SERVICE
Police department
Fire department
Water department
Sanitation department
Streets and maintenance department
Zoning of city
Libraries within the city or county
Parks
Social security, medicare, A.D.C.
Civil defense
Military services
Public education, including adult education
Federal and state highways
National and state parks
Federal, state, and community administration
CITIZEN'S LEGAL RIGHTS
The bill of rights
Freedom of religion
Press
Speech
Assembly
Petition
The right to bear arms
Freedom from search

Protection of accused
Rights of accused persons
Trial by jury
No excessive fines or cruel punishment
Protection of minority groups
Right to vote
THREE TYPES OF LAW
Common law
Statutory law
Administrative law
HOW LAW AFFECTS THE CITIZEN
Contracts
Business
Marriage and divorce
Employer and employee
Buying and selling
Agency contracts
Bailment contracts
CIVIL LAWS
Rights to protect himself and his property
Auto accidents
Injuries "on the job"
Injury to property
Injury to personal liberty
Unlawful arrest
Threat by assualt
False imprisonment
Injury to reputation through libel or slander

GETTING ACQUAINTED
Getting to know each other
Jobs we can do
JOBS OF TODAY
Specific development
Importance of new job skills
Training and re-training
EMPLOYMENT SERVICES
Use of public agencies
Varied services of private agencies
EMPLOYMENT INTERVIEWS
Why interview
Interview preparation
Interview behavior
PREPARING JOB APPLICATION BLANKS
Purpose
General information on job application
Specific information
Job application
Employment agency application
Social security number application

GETTING ALONG ON THE JOB
Doing the job
Developing good work habits
Working with others
RESPONSIBILITIES ON THE JOB
Qualities that succeed on the job
Accepting job responsibilities
Moving ahead on the job
Vocational
Occupational
Educational

Students Name ____________

Level ____________

Occupational and Educational Opportunities ____________

■ SCIENCE
☐ Weather and climate
☐ Environmental influences
☐ Weather hazards
☐ Forecasting weather
☐ Precipitation
■ WATER PURIFICATION AND SOLVENTS
☐ Distillation
☐ Chlorination
☐ Filtration
☐ Boiling
■ Recognition of polluted water
☐ SOLVENTS
☐ Acetone
☐ Gasoline
☐ Turpentine
☐ Vinegar
■ EARTH FORMATION
☐ Rocks and minerals
☐ Oil and gas
☐ Timber
☐ Water
■ THE FIVE SENSES
☐ Sight
☐ Hearing
☐ Smell
☐ Taste
☐ Touch
■ SIMPLE MACHINES
☐ Lever
☐ Inclined plane
☐ Pulley
☐ Wheel and axle
☐ Wedge
☐ Screw
☐ Compass
☐ Terminology in electricity
■ HEALTH
☐ Cleanliness
☐ Hair
☐ Nails
☐ Proper bath
☐ Halitosis
☐ Clothing
☐ House
☐ Yard
☐ Disposal of garbage
☐ Pest control
☐ Care of eyes
☐ Ears
☐ Teeth
☐ Feet
☐ Skin
■ BASIC FOODS
☐ Balanced diet
☐ Milk
☐ Meat
☐ Vegetables and fruits
☐ Bread and cereal groups
☐ Recognition of spoiled food
☐ Meal planning
☐ Nutritional control
■ HEALTH NEEDS
☐ Inoculation
☐ Measles
☐ Polio
☐ Mumps
☐ Diptheria
☐ Small pox
☐ Tetanus
☐ Whooping cough
☐ Colds and flu
■ PERIODIC CHECK-UPS
☐ Cancer
☐ Tuberculosis
☐ Blood count
☐ Venereal disease
☐ Superstitions
☐ "Old wives tales"
☐ Home remedies (good and bad)
☐ Healers
☐ Prescriptions
☐ Patent medicines
☐ Other people's medicines
■ INSECT AND REPTILE HAZARDS
☐ Spiders
☐ Ticks
☐ Snakes
☐ Scorpions
☐ Mosquitoes
☐ Lice
■ BIRTH CONTROL
☐ Health hazards
☐ Reading labels and directions
☐ Storing
☐ Identifying dangerous symbols
☐ Using drugs and medicines
☐ Using inflammables safely
☐ Handling electrical appliances
☐ Water dangers
☐ Recreational
☐ Water purification
☐ Household pets
☐ Dogs (rabies)
☐ Cats (ringworms & rabies)
☐ Rabbits (encephalitis)
■ OCCUPATIONAL HAZARDS
☐ Tools
☐ Machinery
☐ Recognize insecticides
☐ Decontamination of vegetables
☐ Exposure to insecticides
■ COMMUNITY HAZARDS
☐ Drainage
☐ Street conditions
☐ Power lines and plants
☐ Railroad crossings
☐ Abandoned buildings

Students Name ____________________

Level ____________________

Skills check in Science and Health

Name ______________________________ Sex: M F Telephone ________
(Last) (First) (Middle)

Address ______________________________ Birthdate ________

HEALTH

MISCELLANEOUS

Vision ________ Citizen: Yes No Transportation: ________

Hearing ________ Driver's License: Yes No Ethnic Origin: ________

No. Visits to Doctor/Yr. ________ Automobile: Yes No Employment: FT PT None

Registered to Vote: Yes No Time on Job: ________

Subscriptions: Paper Magazine Other Radio TV

Who Informed You of ABE: ________

FAMILY ENVIRONMENT

Marital Status ________ Spouse's Name ________ His (Her) Occupation ________

Children: Number ________ Ages ________ No. in School ________

Enrollment Date ________ Termination Date ________

Reason for Termination ________

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ jrs.

■ LISTENING
☐ Listening for meaning
☐ Following directions
☐ Listening for main ideas
☐ Sound discrimination
☐ Intonation and accentuation
■ PRONOUNCING (phonology)
☐ Indicate sounds
☐ English vowels
☐ English consonants
☐ English dipthongs
☐ Clusters of sounds
☐ Sounds to letter correspondance
☐ International patterns
☐ Stress pitch levels
☐ Phrase terminations-rhythm
☐ English speech contrasted
☐ Teaching problem sounds
■ SPEAKING
☐ Informal conversation
☐ Question and answer
☐ Vocabulary study
☐ Vocabulary building
☐ Locating information
☐ Comprehension
☐ Reading manuscript
■ WRITING
☐ Motor skills
☐ Cursive writing
☐ Composition
☐ Tracing
☐ Copying
☐ Capitalization
☐ Spelling
☐ Punctuation
■ LEVEL II
■ LISTENING
☐ Following directions
☐ Main ideas
☐ Meaning
☐ Usage
☐ Intonation and accentuation
■ SPEAKING
☐ Informal Conversation
☐ Vocabulary
☐ Group discussion
☐ Oral reports

☐ Pronunciation, enunciation
☐ Job Interview
■ READING
☐ Vocabulary development
☐ Locating information
☐ Dictionary
☐ Directories
☐ Catalogs
☐ Maps
☐ Graphs and charts
☐ Reference materials
☐ Comprehension
☐ Discrimination
☐ Tone and mood of writer
☐ Quality of expression
☐ Inferences and assumptions
☐ Facts and opinions
☐ Judgments
☐ Imagery
■ WRITING
☐ Improvement of cursive writing
☐ Composition
☐ Sentence construction
☐ Paragraph development
☐ Topic sentence
☐ Supporting details
☐ Grammar
☐ Parts of speech
☐ Verb usage
☐ Punctuation
☐ Commas
☐ Quotation marks
☐ Spelling
☐ Capitalization
☐ Contractions
☐ Abbreviations
☐ Syllabication
☐ Income tax short forms
☐ Job Applications
■ LEVEL III

☐ The sentence
☐ Abbreviations
☐ Contractions
☐ Syllabication
☐ Parts of speech
☐ Classification of sentences
☐ Structure and sentence build.
■ DICTIONARY STUDY
☐ Prefixes
☐ Suffixes
☐ Pronunciation
☐ Synonyms
☐ Antonyms
☐ Homonyms
☐ Definitions
☐ Spelling
■ OUTLINING
■ PARAGRAPH WRITING
■ LETTER WRITING
■ JOB APPLICATIONS
■ LISTENING
☐ For main ideas
☐ For meaning
☐ For following directions
☐ For developing correct usage
☐ For intonation and accentua.
■ SPEAKING
☐ Group discussion
☐ Informal conversation
☐ Vocabulary study
☐ Oral reports
☐ Job interviews
■ READING
☐ Locating information
☐ Comprehension

Students Name ____________________

Level ____________________

Skills Check ____________________

Communication ____________________

- ■ NUMBER THEORY
- ☐ Greater than
- ☐ Less than
- ☐ RECOGNIZE, WRITE, AND USE NUMBERS
- ☐ 0-9
- ☐ 10-100
- ☐ Place value
- ☐ Interpret written numbers into numerals
- ☐ Interpret numerals into written words
- ■ ADDITION
- ☐ One digit numbers both vertical and horizontal
- ☐ Two digit numbers
- ☐ Two digit numbers - regrouping - vertical and horizontal
- ☐ Three rows of three digit numbers
- ☐ Four digit numbers
- ☐ Columnar addition
- ■ SUBTRACTION
- ☐ One digit numbers both vertical and horizontal
- ☐ Two digit numbers and checking
- ☐ Two digit numbers and regrouping
- ☐ Three digit numbers
- ☐ Four digit numbers
- ■ MULTIPLICATION
- ☐ One digit numbers
- ☐ Three digits by one digit no carrying
- ☐ Three by one digit - including carrying
- ☐ Dollars by one digit
- ☐ Three digits by two digits
- ☐ Three digits by
- ■ DIVISION
- ☐ One digit numbers
- ☐ Two digits by one digit - no remainder
- ☐ One-two digit dividends by one digit divisor - remainder
- ☐ Three digits by two digits

- ■ INTERPRETING WORD PROBLEMS
- ☐ Student written problems
- ☐ Word problems with simple addition
- ☐ Word problems with subtraction
- ☐ Word problems with addition and subtraction
- ☐ Word problems with multiplication
- ☐ Word problems with division
- ☐ Word problems combining operations
- ■ FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
- ☐ Speed
- ☐ Time
- ☐ Distance
- ■ GEOMETRY
- ☐ Location of places by number
- ☐ Area and square units: squares, rectangles, and triangles
- ☐ Volume
- ☐ Circles - area and circumference
- ■ FRACTIONS
- ☐ Greater than and less than
- ☐ Addition and subtraction of like fractions
- ☐ Multiplication
- ☐ Division
- ☐ Addition and subtraction of unlike fractions and mixed numbers
- ☐ Mixed operations
- ☐ Fractional and mixture pro-
- ■ DECIMALS
- ☐ Read and write decimals
- ☐ Change fractions to decimals and decimals to fractions
- ☐ Addition
- ☐ Subtractions
- ☐ Multiplication
- ☐ Division

- ■ PERCENT
- ☐ Read and write percent
- ☐ Change percents to decimals and decimals to fractions
- ☐ Find what percent one number is of another
- ☐ Percents larger than 100
- ☐ Find a number of which a percent is given
- ■ CONSUMER BUYING
- ☐ Installment buying
- ☐ Budgeting including income and fixed expenses
- ☐ Values in purchasing
- ☐ Time, as related to earning power, workday, time clock, and time and a half overtime
- ☐ Discount prices
- ☐ Taxes
- ■ Profit and loss
- ☐ GED PREPARATION
- ☐ Squares and square root
- ☐ Series arithmetic, geometric miscellaneous
- ☐ Addition and subtractions of monomials and binomials
- ☐ Factoring binomials and trinomials
- ☐ Quadratic formula
- ☐ Logarithms, base ten, use of tables
- ☐ GED preparation (con't)
- ☐ Ratio and proportion
- ☐ Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
- ☐ Parallel lines, transversals and parallelograms
- ☐ Area of a trapezoid
- ☐ Circles - chords and arcs

Students Name ________

Level ________

Skills check in Mathematics

■ CONCEPTS, SERVICE TO COMMUNITY
☐ Volunteer fireman
☐ Volunteer policeman
☐ Public office
☐ Community projects
☐ Health and welfare
☐ Recreation leaders
■ SERVICE TO STATE AND NATION
☐ Jury duty
☐ Public office
☐ Voting
■ CONCEPTS, BECOMING AN AMERICAN
☐ Preparing for the naturalization
☐ Literary requirements
☐ Applying for citizenship
☐ Filing for citizenship
☐ Taking the naturalization test
☐ Oath of allegiance
☐ Continuing citizenship obligations
☐ Concepts, organization of government
☐ Local
☐ State
☐ Federal
☐ Welfare services
☐ Social security
☐ Medicare
☐ Education
☐ Health
■ SOURCES OF REVENUE
☐ Local
☐ State
☐ Federal government
■ RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
☐ Executive
☐ Judicial
☐ Legislative

■ CITIZEN'S LEGAL RESPONSIBILITIES
☐ Community
☐ State
☐ Nation
☐ Need for taxation at all levels
■ COMMUNITY SERVICE
☐ Police department
☐ Fire department
☐ Water department
☐ Sanitation department
☐ Streets and maintenance department
☐ Zoning of city
☐ Libraries within the city or county
☐ Parks
☐ Social security, medicare, A.D.C.
☐ Civil defense
☐ Military services
☐ Public education, including adult education
☐ Federal and state highways
☐ National and state parks
☐ Federal, state, and community administration
■ CITIZEN'S LEGAL RIGHTS
☐ The bill of rights
☐ Freedom of religion
☐ Press
☐ Speech
☐ Assembly
☐ Petition
☐ The right to bear arms
☐ Freedom from search

☐ Protection of accused
☐ Rights of accused persons
☐ Trial by jury
☐ No excessive fines or cruel punishment
☐ Protection of minority groups
☐ Right to vote
■ THREE TYPES OF LAW
☐ Common law
☐ Statutory law
☐ Administrative law
☐ HOW LAW AFFECTS THE CITIZEN
☐ Contracts
☐ Business
☐ Marriage and divorce
☐ Employer and employee
☐ Buying and selling
☐ Agency contracts
☐ Bailment contracts
■ CIVIL LAWS
☐ Rights to protect himself and his property
☐ Auto accidents
☐ Injuries "on the job"
☐ Injury to property
☐ Injury to personal liberty
☐ Unlawful arrest
☐ Threat by assualt
☐ False imprisonment
☐ Injury to reputation through libel or slander

Students Name ____________________

Leval ____________________

Skills Check in Socials and citizenship

GETTING ACQUAINTED
Getting to know each other
Jobs we can do
JOBS OF TODAY
Specific development
Importance of new job skills
Training and re-training
EMPLOYMENT SERVICES
Use of public agencies
Varied services of private agencies
EMPLOYMENT INTERVIEWS
Why interview
Interview preparation
Interview behavior
PREPARING JOB APPLICATION BLANKS
Purpose
General information on job application
Specific information
Job application
Employment agency application
Social security number application

GETTING ALONG ON THE JOB
Doing the job
Developing good work habits
Working with others
RESPONSIBILITIES ON THE JOB
Qualities that succeed on the job
Accepting job responsibilities
Moving ahead on the job
Vocational
Occupational
Educational

Students Name __________

Level __________

Occupational and Educational Opportunities

Students Name ____________

Level ____________

Skills check in Science and Health ____________

■ SCIENCE
☐ Weather and climate
☐ Environmental influences
☐ Weather hazards
☐ Forecasting weather
☐ Precipitation
■ WATER PURIFICATION AND SOLVENTS
☐ Distillation
☐ Chlorination
☐ Filtration
☐ Boiling
☐ Recognition of polluted water
■ SOLVENTS
☐ Acetone
☐ Gasoline
☐ Turpentine
☐ Vinegar
■ EARTH FORMATION
☐ Rocks and minerals
☐ Oil and gas
☐ Timber
☐ Water
■ THE FIVE SENSES
☐ Sight
☐ Hearing
☐ Smell
☐ Taste
☐ Touch
■ SIMPLE MACHINES
☐ Lever
☐ Inclined plane
☐ Pulley
☐ Wheel and axle
☐ Wedge
☐ Screw
☐ Compass
☐ Terminology in electricity
■ HEALTH
☐ Cleanliness
☐ Hair
☐ Nails
☐ Proper bath
☐ Halitosis
☐ Clothing
☐ House
☐ Yard
☐ Disposal of garbage
☐ Pest control
☐ Care of eyes
☐ Ears
☐ Teeth
☐ Feet
☐ Skin
■ BASIC FOODS
☐ Balanced diet
☐ Milk
☐ Meat
☐ Vegetables and fruits
☐ Bread and cereal groups
☐ Recognition of spoiled food
☐ Meal planning
☐ Nutritional control
■ HEALTH NEEDS
☐ Inoculation
☐ Measles
☐ Polio
☐ Mumps
☐ Diptheria
☐ Small pox
☐ Tetanus
☐ Whooping cough
☐ Colds and flu
■ PERIODIC CHECK-UPS
☐ Cancer
☐ Tuberculosis
☐ Blood count
☐ Venereal disease
☐ Superstitions
☐ "Old wives tales"
☐ Home remedies (good and bad)
☐ Healers
☐ Prescriptions
☐ Patent medicines
☐ Other people's medicines
■ INSECT AND REPTILE HAZARDS
☐ Spiders
☐ Ticks
☐ Snakes
☐ Scorpions
☐ Mosquitoes
☐ Lice
■ BIRTH CONTROL
☐ Health hazards
☐ Reading labels and directions
☐ Storing
☐ Identifying dangerous symbols
☐ Using drugs and medicines
☐ Using inflammables safely
☐ Handling electrical appliances
☐ Water dangers
☐ Recreational
☐ Water purification
☐ Household pets
☐ Dogs (rabies)
☐ Cats (ringworms & rabies)
☐ Rabbits (encephalitis)
■ OCCUPATIONAL HAZARDS
☐ Tools
☐ Machinery
☐ Recognize insecticides
☐ Decontamination of vegetables
☐ Exposure to insecticides
■ COMMUNITY HAZARDS
☐ Drainage
☐ Street conditions
☐ Power lines and plants
☐ Railroad crossings
☐ Abandoned buildings

Name ______ Sex: M F Telephone ______
(Last) (First) (Middle)

Address ______ Birthdate ______

HEALTH

MISCELLANEOUS

Vision ______ Citizen: Yes No Transportation: ______

Hearing ______ Driver's License: Yes No Ethnic Origin: ______

No. Visits to Doctor/Yr. ______ Automobile: Yes No Employment: FT PT None

Registered to Vote: Yes No Time on Job: ______

Subscriptions: Paper Magazine Other Radio TV

Who Informed You of ABE: ______

FAMILY ENVIRONMENT

Marital Status ______ Spouse's Name ______ His (Her) Occupation ______

Children: Number ______ Ages ______ No. in School ______

Enrollment Date ______ Termination Date ______

Reason for Termination ______

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ jrs.

- ■ LISTENING
- ☐ Listening for meaning
- ☐ Following directions
- ☐ Listening for main ideas
- ☐ Sound discrimination
- ☐ Intonation and accentuation
- ■ PRONOUNCING (phonology)
- ☐ Indicate sounds
- ☐ English vowels
- ☐ English consonants
- ☐ English dipthongs
- ☐ Clusters of sounds
- ☐ Sounds to letter correspondance
- ☐ International patterns
- ☐ Stress pitch levels
- ☐ Phrase terminations-rhythm
- ☐ English speech contrasted
- ☐ Teaching problem sounds
- ■ SPEAKING
- ☐ Informal conversation
- ☐ Question and answer
- ☐ Vocabulary study
- ☐ Vocabulary building
- ☐ Locating information
- ☐ Comprehension
- ☐ Reading manuscript
- ■ WRITING
- ☐ Motor skills
- ☐ Cursive writing
- ☐ Composition
- ☐ Tracing
- ☐ Copying
- ☐ Capitalization
- ☐ Spelling
- ☐ Punctuation
- ■ LEVEL II
- ■ LISTENING
- ☐ Following directions
- ☐ Main ideas
- ☐ Meaning
- ☐ Usage
- ☐ Intonation and accentuation
- ■ SPEAKING
- ☐ Informal Conversation
- ☐ Vocabulary
- ☐ Group discussion
- ☐ Oral reports

- ☐ Pronunciation, enunciation
- ☐ Job Interview
- ■ READING
- ☐ Vocabulary development
- ☐ Locating information
- ☐ Dictionary
- ☐ Directories
- ☐ Catalogs
- ☐ Maps
- ☐ Graphs and charts
- ☐ Reference materials
- ☐ Comprehension
- ☐ Discrimination
- ☐ Tone and mood of writer
- ☐ Quality of expression
- ☐ Inferences and assumptions
- ☐ Facts and opinions
- ☐ Judgments
- ☐ Imagery
- ■ WRITING
- ☐ Improvement of cursive writing
- ☐ Composition
- ☐ Sentence construction
- ☐ Paragraph development
- ☐ Topic sentence
- ☐ Supporting details
- ☐ Grammar
- ☐ Parts of speech
- ☐ Verb usage
- ☐ Punctuation
- ☐ Commas
- ☐ Quotation marks
- ☐ Spelling
- ☐ Capitalization
- ☐ Contractions
- ☐ Abbreviations
- ☐ Syllabication
- ☐ Income tax short forms
- ☐ Job Applications
- ■ LEVEL III

- ☐ The sentence
- ☐ Abbreviations
- ☐ Contractions
- ☐ Syllabication
- ☐ Parts of speech
- ☐ Classification of sentences
- ☐ Structure and sentence build.
- ■ DICTIONARY STUDY
- ☐ Prefixes
- ☐ Suffixes
- ☐ Pronunciation
- ☐ Synonyms
- ☐ Antonyms
- ☐ Homonyms
- ☐ Definitions
- ☐ Spelling
- ■ OUTLINING
- ■ PARAGRAPH WRITING
- ■ LETTER WRITING
- ■ JOB APPLICATIONS
- ☐ LISTENING
- ☐ For main ideas
- ☐ For meaning
- ☐ For following directions
- ☐ For developing correct usage
- ☐ For intonation and accentua.
- ■ SPEAKING
- ☐ Group discussion
- ☐ Informal conversation
- ☐ Vocabulary study
- ☐ Oral reports
- ☐ Job interviews
- ■ READING
- ☐ Locating information
- ☐ Comprehension

Students Name

Level

Skills Check

Communication.

NUMBER THEORY
Greater than
Less than
RECOGNIZE, WRITE, AND USE NUMBERS
0-9
10-100
Place value
Interpret written numbers into numerals
Interpret numerals into written words
ADDITION
One digit numbers both vertical and horizontal
Two digit numbers
Two digit numbers - regrouping - vertical and horizontal
Three rows of three digit numbers
Four digit numbers
Columnar addition
SUBTRACTION
One digit numbers both vertical and horizontal
Two digit numbers and checking
Two digit numbers and regrouping
Three digit numbers
Four digit numbers
MULTIPLICATION
One digit numbers
Three digits by one digit no carrying
Three by one digit - including carrying
Dollars by one digit
Three digits by two digits
Three digits by
DIVISION
One digit numbers
Two digits by one digit - no remainder
One-two digit dividends by one digit divisor - remainder
Three digits by two digits

INTERPRETING WORD PROBLEMS
Student written problems
Word problems with simple addition
Word problems with subtraction
Word problems with addition and subtraction
Word problems with multiplication
Word problems with division
Word problems combining operations
FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
Speed
Time
Distance
GEOMETRY
Location of places by number
Area and square units: squares, rectangles, and triangles
Volume
Circles - area and circumference
FRACTIONS
Greater than and less than
Addition and subtraction of like fractions
Multiplication
Division
Addition and subtraction of unlike fractions and mixed numbers
Mixed operations
Fractional and mixture pro-
DECIMALS
Read and write decimals
Change fractions to decimals and decimals to fractions
Addition
Subtractions
Multiplication
Division

PERCENT
Read and write percent
Change percents to decimals and decimals to fractions
Find what percent one number is of another
Percents larger than 100
Find a number of which a percent is given
CONSUMER BUYING
Installment buying
Budgeting including income and fixed expenses
Values in purchasing
Time, as related to earning power, workday, time clock, and time and a half overtime
Discount prices
Taxes
Profit and loss
GED PREPARATION
Squares and square root
Series arithmetic, geometric miscellaneous
Addition and subtractions of monomials and binomials
Factoring binomials and trinomials
Quadratic formula
Logarithms, base ten, use of tables
GED preparation (con't)
Ratio and proportion
Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
Parallel lines, transversals and parallelograms
Area of a trapezoid
Circles - chords and arcs

Students Name ______

Level ______

Skills check in Mathematics

■ CONCEPTS, SERVICE TO COMMUNITY
☐ Volunteer fireman
☐ Volunteer policeman
☐ Public office
☐ Community projects
☐ Health and welfare
☐ Recreation leaders
■ SERVICE TO STATE AND NATION
☐ Jury duty
☐ Public office
☐ Voting
■ CONCEPTS, BECOMING AN AMERICAN
☐ Preparing for the naturalization
☐ Literary requirements
☐ Applying for citizenship
☐ Filing for citizenship
☐ Taking the naturalization test
☐ Oath of allegiance
☐ Continuing citizenship obligations
☐ Concepts, organization of government
☐ Local
☐ State
☐ Federal
☐ Welfare services
☐ Social security
☐ Medicare
☐ Education
☐ Health
■ SOURCES OF REVENUE
☐ Local
☐ State
☐ Federal government
■ RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
☐ Executive
☐ Judicial
☐ Legislative

■ CITIZEN'S LEGAL RESPONSIBILITIES
☐ Community
☐ State
☐ Nation
☐ Need for taxation at all levels
■ COMMUNITY SERVICE
☐ Police department
☐ Fire department
☐ Water department
☐ Sanitation department
☐ Streets and maintenance department
☐ Zoning of city
☐ Libraries within the city or county
☐ Parks
☐ Social security, medicare, A.D.C.
☐ Civil defense
☐ Military services
☐ Public education, including adult education
☐ Federal and state highways
☐ National and state parks
☐ Federal, state, and community administration
■ CITIZEN'S LEGAL RIGHTS
☐ The bill of rights
☐ Freedom of religion
☐ Press
☐ Speech
☐ Assembly
☐ Petition
☐ The right to bear arms
☐ Freedom from search

☐ Protection of accused
☐ Rights of accused persons
☐ Trial by jury
☐ No excessive fines or cruel punishment
☐ Protection of minority groups
☐ Right to vote
■ THREE TYPES OF LAW
☐ Common law
☐ Statutory law
☐ Administrative law
☐ HOW LAW AFFECTS THE CITIZEN
☐ Contracts
☐ Business
☐ Marriage and divorce
☐ Employer and employee
☐ Buying and selling
☐ Agency contracts
☐ Bailment contracts
■ CIVIL LAWS
☐ Rights to protect himself and his property
☐ Auto accidents
☐ Injuries "on the job"
☐ Injury to property
☐ Injury to personal liberty
☐ Unlawful arrest
☐ Threat by assault
☐ False imprisonment
☐ Injury to reputation through libel or slander

Students Name ____________________

Level ____________________

Skills Check in Socials and citizenship

■ GETTING ACQUAINTED
☐ Getting to know each other
☐ Jobs we can do
■ JOBS OF TODAY
☐ Specific development
☐ Importance of new job skills
☐ Training and re-training
■ EMPLOYMENT SERVICES
☐ Use of public agencies
☐ Varied services of private agencies
■ EMPLOYMENT INTERVIEWS
☐ Why interview
☐ Interview preparation
☐ Interview behavior
■ PREPARING JOB APPLICATION BLANKS
☐ Purpose
☐ General information on job application
☐ Specific information
☐ Job application
☐ Employment agency application
☐ Social security number application

■ GETTING ALONG ON THE JOB
☐ Doing the job
☐ Developing good work habits
☐ Working with others
■ RESPONSIBILITIES ON THE JOB
☐ Qualities that succeed on the job
☐ Accepting job responsibilities
☐ Moving ahead on the job
☐ Vocational
☐ Occupational
☐ Educational

Students Name ____________________

Level ____________________

Occupational and Educational Opportunities

- ■ SCIENCE
- ☐ Weather and climate
- ☐ Environmental influences
- ☐ Weather hazards
- ☐ Forecasting weather
- ☐ Precipitation
- ■ WATER PURIFICATION AND
- ■ SOLVENTS
- ☐ Distillation
- ☐ Chlorination
- ☐ Filtration
- ☐ Boiling
- ☐ Recognition of polluted
- ■ water
- ☐ SOLVENTS
- ☐ Acetone
- ☐ Gasoline
- ☐ Turpentine
- ☐ Vinegar
- ■ EARTH FORMATION
- ☐ Rocks and minerals
- ☐ Oil and gas
- ☐ Timber
- ☐ Water
- ■ THE FIVE SENSES
- ☐ Sight
- ☐ Hearing
- ☐ Smell
- ☐ Taste
- ☐ Touch
- ■ SIMPLE MACHINES
- ☐ Lever
- ☐ Inclined plane
- ☐ Pulley
- ☐ Wheel and axle
- ☐ Wedge
- ☐ Screw
- ☐ Compass
- ☐ Terminology in electricity
- ■ HEALTH
- ☐ Cleanliness
- ☐ Hair
- ☐ Nails
- ☐ Proper bath
- ☐ Halitosis
- ☐ Clothing
- ☐ House
- ☐ Yard
- ☐ Disposal of garbage
- ☐ Pest control
- ☐ Care of eyes
- ☐ Ears
- ☐ Teeth
- ☐ Feet
- ■ Skin
- ☐ BASIC FOODS
- ☐ Balanced diet
- ☐ Milk
- ☐ Meat
- ☐ Vegetables and fruits
- ☐ Bread and cereal groups
- ☐ Recognition of spoiled food
- ☐ Meal planning
- ■ Nutritional control
- ☐ HEALTH NEEDS
- ☐ Inoculation
- ☐ Measles
- ☐ Polio
- ☐ Mumps
- ☐ Diptheria
- ☐ Small pox
- ☐ Tetanus
- ☐ Whooping cough
- ■ Colds and flu
- ☐ PERIODIC CHECK-UPS
- ☐ Cancer
- ☐ Tuberculosis
- ☐ Blood count
- ☐ Venereal disease
- ☐ Superstitions
- ☐ "Old wives tales"
- ☐ Home remedies (good and bad)
- ☐ Healers
- ☐ Prescriptions
- ☐ Patent medicines
- ■ Other people's medicines
- ☐ INSECT AND REPTILE HAZARDS
- ☐ Spiders
- ☐ Ticks
- ☐ Snakes
- ☐ Scorpions
- ☐ Mosquitoes
- ■ Lice
- ☐ BIRTH CONTROL
- ☐ Health hazards
- ☐ Reading labels and directions
- ☐ Storing
- ☐ Identifying dangerous symbols
- ☐ Using drugs and medicines
- ☐ Using inflammables safely
- ☐ Handling electrical appliances
- ☐ Water dangers
- ☐ Recreational
- ☐ Water purification
- ☐ Household pets
- ☐ Dogs (rabies)
- ☐ Cats (ringworms & rabies)
- ■ Rabbits (encephalitis)
- ☐ OCCUPATIONAL HAZARDS
- ☐ Tools
- ☐ Machinery
- ☐ Recognize insecticides
- ☐ Decontamination of vegetables
- ■ Exposure to insecticides
- ☐ COMMUNITY HAZARDS
- ☐ Drainage
- ☐ Street conditions
- ☐ Power lines and plants
- ☐ Railroad crossings
- ☐ Abandoned buildings

Students Name ____________________

Level ____________________

Skills check in Science and Health

Name (Last) (First) (Middle) Sex: M F Telephone

Address Birthdate

HEALTH

Vision

Hearing

No. Visits to Doctor/Yr.

MISCELLANEOUS

Citizen: Yes No

Driver's License: Yes No

Automobile: Yes No

Registered to Vote: Yes No

Subscriptions: Paper Magazine Other

Who Informed You of ABE:

Transportation:

Ethnic Origin:

Employment: FT PT None

Time on Job:

Radio TV

FAMILY ENVIRONMENT

Marital Status Spouse's Name His (Her) Occupation

Children: Number Ages No. in School

Enrollment Date Termination Date

Reason for Termination

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ jrs.

Students Name ____________

Level ____________

Skills Check ____________

Communication ____________

■ LISTENING
☐ Listening for meaning
☐ Following directions
☐ Listening for main ideas
☐ Sound discrimination
☐ Intonation and accentuation
■ PRONOUNCING (phonology)
☐ Indicate sounds
☐ English vowels
☐ English consonants
☐ English dipthongs
☐ Clusters of sounds
☐ Sounds to letter correspondance
☐ International patterns
☐ Stress pitch levels
☐ Phrase terminations-rhythm
☐ English speech contrasted
☐ Teaching problem sounds
■ SPEAKING
☐ Informal conversation
☐ Question and answer
☐ Vocabulary study
☐ Vocabulary building
☐ Locating information
☐ Comprehension
☐ Reading manuscript
■ WRITING
☐ Motor skills
☐ Cursive writing
☐ Composition
☐ Tracing
☐ Copying
☐ Capitalization
☐ Spelling
☐ Punctuation
■ LEVEL II
■ LISTENING
☐ Following directions
☐ Main ideas
☐ Meaning
☐ Usage
☐ Intonation and accentuation
■ SPEAKING
☐ Informal Conversation
☐ Vocabulary
☐ Group discussion
☐ Oral reports
☐ Pronunciation, enunciation
☐ Job Interview
■ READING
☐ Vocabulary development
☐ Locating information
☐ Dictionary
☐ Directories
☐ Catalogs
☐ Maps
☐ Graphs and charts
☐ Reference materials
☐ Comprehension
☐ Discrimination
☐ Tone and mood of writer
☐ Quality of expression
☐ Inferences and assumptions
☐ Facts and opinions
☐ Judgments
☐ Imagery
■ WRITING
☐ Improvement of cursive writing
☐ Composition
☐ Sentence construction
☐ Paragraph development
☐ Topic sentence
☐ Supporting details
☐ Grammar
☐ Parts of speech
☐ Verb usage
☐ Punctuation
☐ Commas
☐ Quotation marks
☐ Spelling
☐ Capitalization
☐ Contractions
☐ Abbreviations
☐ Syllabication
☐ Income tax short forms
☐ Job Applications
■ LEVEL III
☐ The sentence
☐ Abbreviations
☐ Contractions
☐ Syllabication
☐ Parts of speech
☐ Classification of sentences
☐ Structure and sentence build.
■ DICTIONARY STUDY
☐ Prefixes
☐ Suffixes
☐ Pronunciation
☐ Synonyms
☐ Antonyms
☐ Homonyms
☐ Definitions
☐ Spelling
■ OUTLINING
■ PARAGRAPH WRITING
■ LETTER WRITING
■ JOB APPLICATIONS
☐ LISTENING
☐ For main ideas
☐ For meaning
☐ For following directions
☐ For developing correct usage
☐ For intonation and accentua.
■ SPEAKING
☐ Group discussion
☐ Informal conversation
☐ Vocabulary study
☐ Oral reports
☐ Job interviews
■ READING
☐ Locating information
☐ Comprehension

- NUMBER THEORY
- Greater than
- Less than
- RECOGNIZE, WRITE, AND USE NUMBERS
- 0-9
- 10-100
- Place value
- Interpret written numbers into numerals
- Interpret numerals into written words
- ADDITION
- One digit numbers both vertical and horizontal
- Two digit numbers
- Two digit numbers - regrouping - vertical and horizontal
- Three rows of three digit numbers
- Four digit numbers
- Columnar addition
- SUBTRACTION
- One digit numbers both vertical and horizontal
- Two digit numbers and checking
- Two digit numbers and regrouping
- Three digit numbers
- Four digit numbers
- MULTIPLICATION
- One digit numbers
- Three digits by one digit no carrying
- Three by one digit - including carrying
- Dollars by one digit
- Three digits by two digits
- Three digits by
- DIVISION
- One digit numbers
- Two digits by one digit - no remainder
- One-two digit dividends by one digit divisor - remainder
- Three digits by two digits

- INTERPRETING WORD PROBLEMS
- Student written problems
- Word problems with simple addition
- Word problems with subtraction
- Word problems with addition and subtraction
- Word problems with multiplication
- Word problems with division
- Word problems combining operations
- FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
- Speed
- Time
- Distance
- GEOMETRY
- Location of places by number
- Area and square units: squares, rectangles, and triangles
- Volume
- Circles - area and circumference
- FRACTIONS
- Greater than and less than
- Addition and subtraction of like fractions
- Multiplication
- Division
- Addition and subtraction of unlike fractions and mixed numbers
- Mixed operations
- Fractional and mixture problems
- DECIMALS
- Read and write decimals
- Change fractions to decimals and decimals to fractions
- Addition
- Subtractions
- Multiplication
- Division

- PERCENT
- Read and write percent
- Change percents to decimals and decimals to fractions
- Find what percent one number is of another
- Percents larger than 100
- Find a number of which a percent is given
- CONSUMER BUYING
- Installment buying
- Budgeting including income and fixed expenses
- Values in purchasing
- Time, as related to earning power, workday, time clock, and time and a half overtime
- Discount prices
- Taxes
- Profit and loss
- GED PREPARATION
- Squares and square root
- Series arithmetic, geometric miscellaneous
- Addition and subtractions of monomials and binomials
- Factoring binomials and trinomials
- Quadratic formula
- Logarithms, base ten, use of tables
- GED preparation (con't)
- Ratio and proportion
- Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
- Parallel lines, transversals and parallelograms
- Area of a trapezoid
- Circles - chords and arcs

Students Name ____________

Level ____________

Skills check in Mathematics

■ CONCEPTS, SERVICE TO COMMUNITY
☐ Volunteer fireman
☐ Volunteer policeman
☐ Public office
☐ Community projects
☐ Health and welfare
☐ Recreation leaders
■ SERVICE TO STATE AND NATION
☐ Jury duty
☐ Public Office
☐ Voting
■ CONCEPTS, BECOMING AN AMERICAN
☐ Preparing for the naturalization
☐ Literary requirements
☐ Applying for citizenship
☐ Filing for citizenship
☐ Taking the naturalization test
☐ Oath of allegiance
☐ Continuing citizenship obligations
☐ Concepts, organization of government
☐ Local
☐ State
☐ Federal
☐ Welfare services
☐ Social security
☐ Medicare
☐ Education
☐ Health
■ SOURCES OF REVENUE
☐ Local
☐ State
☐ Federal government
■ RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
☐ Executive
☐ Judicial
☐ Legislative

■ CITIZEN'S LEGAL RESPONSIBILITIES
☐ Community
☐ State
☐ Nation
☐ Need for taxation at all levels
■ COMMUNITY SERVICE
☐ Police department
☐ Fire department
☐ Water department
☐ Sanitation department
☐ Streets and maintenance department
☐ Zoning of city
☐ Libraries within the city or county
☐ Parks
☐ Social security, medicare,
☐ A.D.C.
☐ Civil defense
☐ Military services
☐ Public education, including adult education
☐ Federal and state highways
☐ National and state parks
☐ Federal, state, and community administration
■ CITIZEN'S LEGAL RIGHTS
☐ The bill of rights
☐ Freedom of religion
☐ Press
☐ Speech
☐ Assembly
☐ Petition
☐ The right to bear arms
☐ Freedom from search

☐ Protection of accused
☐ Rights of accused persons
☐ Trial by jury
☐ No excessive fines or cruel punishment
☐ Protection of minority groups
☐ Right to vote
■ THREE TYPES OF LAW
☐ Common law
☐ Statutory law
☐ Administrative law
☐ HOW LAW AFFECTS THE CITIZEN
☐ Contracts
☐ Business
☐ Marriage and divorce
☐ Employer and employee
☐ Buying and selling
☐ Agency contracts
☐ Bailment contracts
■ CIVIL LAWS
☐ Rights to protect himself and his property
☐ Auto accidents
☐ Injuries "on the job"
☐ Injury to property
☐ Injury to personal liberty
☐ Unlawful arrest
☐ Threat by assualt
☐ False imprisonment
☐ Injury to reputation through libel or slander

Students Name ____________________

Level ____________________

Skills Check in Socials and citizenship

GETTING ACQUAINTED
Getting to know each other
Jobs we can do
JOBS OF TODAY
Specific development
Importance of new job skills
Training and re-training
EMPLOYMENT SERVICES
Use of public agencies
Varied services of private agencies
EMPLOYMENT INTERVIEWS
Why interview
Interview preparation
Interview behavior
PREPARING JOB APPLICATION BLANKS
Purpose
General information on job application
Specific information
Job application
Employment agency application
Social security number application

GETTING ALONG ON THE JOB
Doing the job
Developing good work habits
Working with others
RESPONSIBILITIES ON THE JOB
Qualities that succeed on the job
Accepting job responsibilities
Moving ahead on the job
Vocational
Occupational
Educational

Students Name ____________________

Level ____________________

Occupational and Educational Opportunities

■ SCIENCE
☐ Weather and climate
☐ Environmental influences
☐ Weather hazards
☐ Forecasting weather
☐ Precipitation
■ WATER PURIFICATION AND SOLVENTS
☐ Distillation
☐ Chlorination
☐ Filtration
☐ Boiling
☐ Recognition of polluted water
■ SOLVENTS
☐ Acetone
☐ Gasoline
☐ Turpentine
☐ Vinegar
■ EARTH FORMATION
☐ Rocks and minerals
☐ Oil and gas
☐ Timber
☐ Water
■ THE FIVE SENSES
☐ Sight
☐ Hearing
☐ Smell
☐ Taste
☐ Touch
■ SIMPLE MACHINES
☐ Lever
☐ Inclined plane
☐ Pulley
☐ Wheel and axle
☐ Wedge
☐ Screw
☐ Compass
☐ Terminology in electricity
■ HEALTH
☐ Cleanliness
☐ Hair
☐ Nails
☐ Proper bath
☐ Halitosis
☐ Clothing
☐ House
☐ Yard
☐ Disposal of garbage
☐ Pest control
☐ Care of eyes
☐ Ears
☐ Teeth
☐ Feet
☐ Skin
■ BASIC FOODS
☐ Balanced diet
☐ Milk
☐ Meat
☐ Vegetables and fruits
☐ Bread and cereal groups
☐ Recognition of spoiled food
☐ Meal planning
☐ Nutritional control
■ HEALTH NEEDS
☐ Inoculation
☐ Measles
☐ Polio
☐ Mumps
☐ Diptheria
☐ Small pox
☐ Tetanus
☐ Whooping cough
☐ Colds and flu
■ PERIODIC CHECK-UPS
☐ Cancer
☐ Tuberculosis
☐ Blood count
☐ Venereal disease
☐ Superstitions
☐ "Old wives tales"
☐ Home remedies (good and bad)
☐ Healers
☐ Prescriptions
☐ Patent medicines
☐ Other people's medicines
■ INSECT AND REPTILE HAZARDS
☐ Spiders
☐ Ticks
☐ Snakes
☐ Scorpions
☐ Mosquitoes
☐ Lice
■ BIRTH CONTROL
☐ Health hazards
☐ Reading labels and direc-
☐ Storing
☐ Identifying dangerous symbols
☐ Using drugs and medicines
☐ Using inflammables safely
☐ Handling electrical appliances
☐ Water dangers
☐ Recreational
☐ Water purification
☐ Household pets
☐ Dogs (rabies)
☐ Cats (ringworms & rabies)
☐ Rabbits (encephalitis)
■ OCCUPATIONAL HAZARDS
☐ Tools
☐ Machinery
☐ Recognize insecticides
☐ Decontamination of vegetables
☐ Exposure to insecticides
■ COMMUNITY HAZARDS
☐ Drainage
☐ Street conditions
☐ Power lines and plants
☐ Railroad crossings
☐ Abandoned buildings

Students Name ______

Level ______

Skills check in Science and Health

Name ____________________ Sex: M F Telephone ____________
(Last) (First) (Middle)

Address ____________________ Birthdate ____________

HEALTH

MISCELLANEOUS

Vision ____________ Citizen: Yes No ____________ Transportation: ____________

Hearing ____________ Driver's License: Yes No ____________ Ethnic Origin: ____________

No. Visits to Doctor/Yr. ____________ Automobile: Yes No ____________ Employment: FT PT None ____________

Registered to Vote: Yes No ____________ Time on Job: ____________

Subscriptions: Paper Magazine Other ____________ Radio TV ____________

Who Informed You of ABE: ____________

FAMILY ENVIRONMENT

Marital Status ____________ Spouse's Name ____________ His (Her) Occupation ____________

Children: Number ____________ Ages ____________ No. in School ____________

Enrollment Date ____________ Termination Date ____________

Reason for Termination ____________

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ hrs.

LISTENING
Listening for meaning
Following directions
Listening for main ideas
Sound discrimination
Intonation and accentuation
PRONOUNCING (phonology)
Indicate sounds
English vowels
English consonants
English dipthongs
Clusters of sounds
Sounds to letter correspondance
International patterns
Stress pitch levels
Phrase terminations-rhythm
English speech contrasted
Teaching problem sounds
SPEAKING
Informal conversation
Question and answer
Vocabulary study
Vocabulary building
Locating information
Comprehension
Reading manuscript
WRITING
Motor skills
Cursive writing
Composition
Tracing
Copying
Capitalization
Spelling
Punctuation
LEVEL II
LISTENING
Following directions
Main ideas
Meaning
Usage
Intonation and accentuation
SPEAKING
Informal Conversation
Vocabulary
Group discussion
Oral reports

Pronunciation, enunciation
Job Interview
READING
Vocabulary development
Locating information
Dictionary
Directories
Catalogs
Maps
Graphs and charts
Reference materials
Comprehension
Discrimination
Tone and mood of writer
Quality of expression
Inferences and assumptions
Facts and opinions
Judgments
Imagery
WRITING
Improvement of cursive writing
Composition
Sentence construction
Paragraph development
Topic sentence
Supporting details
Grammar
Parts of speech
Verb usage
Punctuation
Commas
Quotation marks
Spelling
Capitalization
Contractions
Abbreviations
Syllabication
Income tax short forms
Job Applications
LEVEL III

The sentence
Abbreviations
Contractions
Syllabication
Parts of speech
Classification of sentences
Structure and sentence build.
DICTIONARY STUDY
Prefixes
Suffixes
Pronunciation
Synonyms
Antonyms
Homonyms
Definitions
Spelling
OUTLINING
PARAGRAPH WRITING
LETTER WRITING
JOB APPLICATIONS
LISTENING
For main ideas
For meaning
For following directions
For developing correct usage
For intonation and accentua.
SPEAKING
Group discussion
Informal conversation
Vocabulary study
Oral reports
Job interviews
READING
Locating information
Comprehension

Students Name ____________________

Level ____________________

Skills Check ____________________

Communication ____________________

■ NUMBER THEORY
☐ Greater than
☐ Less than
☐ RECOGNIZE, WRITE, AND USE NUMBERS
☐ 0-9
☐ 10-100
☐ Place value
☐ Interpret written numbers into numerals
☐ Interpret numerals into written words
■ ADDITION
☐ One digit numbers both vertical and horizontal
☐ Two digit numbers
☐ Two digit numbers - regrouping - vertical and horizontal
☐ Three rows of three digit numbers
☐ Four digit numbers
☐ Columnar addition
■ SUBTRACTION
☐ One digit numbers both vertical and horizontal
☐ Two digit numbers and checking
☐ Two digit numbers and regrouping
☐ Three digit numbers
☐ Four digit numbers
■ MULTIPLICATION
☐ One digit numbers
☐ Three digits by one digit no carrying
☐ Three by one digit - including carrying
☐ Dollars by one digit
☐ Three digits by two digits
☐ Three digits by
■ DIVISION
☐ One digit numbers
☐ Two digits by one digit - no remainder
☐ One-two digit dividends by one digit divisor - remainder
☐ Three digits by two digits

■ INTERPRETING WORD PROBLEMS
☐ Student written problems
☐ Word problems with simple addition
☐ Word problems with subtraction
☐ Word problems with addition and subtraction
☐ Word problems with multiplication
☐ Word problems with division
☐ Word problems combining operations
■ FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
☐ Speed
☐ Time
☐ Distance
■ GEOMETRY
☐ Location of places by number
☐ Area and square units: squares, rectangles, and triangles
☐ Volume
☐ Circles - area and circumference
■ FRACTIONS
☐ Greater than and less than
☐ Addition and subtraction of like fractions
☐ Multiplication
☐ Division
☐ Addition and subtraction of unlike fractions and mixed numbers
☐ Mixed operations
☐ Fractional and mixture pro-
■ DECIMALS
☐ Read and write decimals
☐ Change fractions to decimals and decimals to fractions
☐ Addition
☐ Subtractions
☐ Multiplication
☐ Division

■ PERCENT
☐ Read and write percent
☐ Change percents to decimals and decimals to fractions
☐ Find what percent one number is of another
☐ Percents larger than 100
☐ Find a number of which a percent is given
■ CONSUMER BUYING
☐ Installment buying
☐ Budgeting including income and fixed expenses
☐ Values in purchasing
☐ Time, as related to earning power, workday, time clock, and time and a half overtime
☐ Discount prices
☐ Taxes
■ Profit and loss
☐ GED PREPARATION
☐ Squares and square root
☐ Series arithmetic, geometric miscellaneous
☐ Addition and subtractions of monomials and binomials
☐ Factoring binomials and trinomials
☐ Quadratic formula
☐ Logarithms, base ten, use of tables
☐ GED preparation (con't)
☐ Ratio and proportion
☐ Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
☐ Parallel lines, transversals and parallelograms
☐ Area of a trapezoid
☐ Circles - chords and arcs

Students Name ____________
Level ____________
Skills check in Mathematics

■ CONCEPTS, SERVICE TO COMMUNITY
☐ Volunteer fireman
☐ Volunteer policeman
☐ Public office
☐ Community projects
☐ Health and welfare
☐ Recreation leaders
■ SERVICE TO STATE AND NATION
☐ Jury duty
☐ Public office
☐ Voting
■ CONCEPTS, BECOMING AN AMERICAN
☐ Preparing for the naturalization
☐ Literary requirements
☐ Applying for citizenship
☐ Filing for citizenship
☐ Taking the naturalization test
☐ Oath of allegiance
☐ Continuing citizenship obligations
☐ Concepts, organization of government
☐ Local
☐ State
☐ Federal
☐ Welfare services
☐ Social security
☐ Medicare
☐ Education
☐ Health
■ SOURCES OF REVENUE
☐ Local
☐ State
☐ Federal government
■ RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
☐ Executive
☐ Judicial
☐ Legislative

■ CITIZEN'S LEGAL RESPONSIBILITIES
☐ Community
☐ State
☐ Nation
☐ Need for taxation at all levels
■ COMMUNITY SERVICE
☐ Police department
☐ Fire department
☐ Water department
☐ Sanitation department
☐ Streets and maintenance department
☐ Zoning of city
☐ Libraries within the city or county
☐ Parks
☐ Social security, medicare, A.D.C.
☐ Civil defense
☐ Military services
☐ Public education, including adult education
☐ Federal and state highways
☐ National and state parks
☐ Federal, state, and community administration
■ CITIZEN'S LEGAL RIGHTS
☐ The bill of rights
☐ Freedom of religion
☐ Press
☐ Speech
☐ Assembly
☐ Petition
☐ The right to bear arms
☐ Freedom from search

☐ Protection of accused
☐ Rights of accused persons
☐ Trial by jury
☐ No excessive fines or cruel punishment
☐ Protection of minority groups
☐ Right to vote
■ THREE TYPES OF LAW
☐ Common law
☐ Statutory law
☐ Administrative law
☐ HOW LAW AFFECTS THE CITIZEN
☐ Contracts
☐ Business
☐ Marriage and divorce
☐ Employer and employee
☐ Buying and selling
☐ Agency contracts
☐ Bailment contracts
■ CIVIL LAWS
☐ Rights to protect himself and his property
☐ Auto accidents
☐ Injuries "on the job"
☐ Injury to property
☐ Injury to personal liberty
☐ Unlawful arrest
☐ Threat by assualt
☐ False imprisonment
☐ Injury to reputation through libel or slander

Students Name ____________________

Level ____________________

Skills Check in Socials and citizenship

Students Name

Level

Occupational and Educational Opportunities

GETTING ACQUAINTED
Getting to know each other
Jobs we can do
JOBS OF TODAY
Specific development
Importance of new job skills
Training and re-training
EMPLOYMENT SERVICES
Use of public agencies
Varied services of private agencies
EMPLOYMENT INTERVIEWS
Why interview
Interview preparation
Interview behavior
PREPARING JOB APPLICATION BLANKS
Purpose
General information on job application
Specific information
Job application
Employment agency application
Social security number application

GETTING ALONG ON THE JOB
Doing the job
Developing good work habits
Working with others
RESPONSIBILITIES ON THE JOB
Qualities that succeed on the job
Accepting job responsibilities
Moving ahead on the job
Vocational
Occupational
Educational

Students Name ____________

Level ____________

Skills check in Science and Health

- ■ SCIENCE
- ☐ Weather and climate
- ☐ Environmental influences
- ☐ Weather hazards
- ☐ Forecasting weather
- ☐ Precipitation
- ■ WATER PURIFICATION AND SOLVENTS
- ☐ Distillation
- ☐ Chlorination
- ☐ Filtration
- ☐ Boiling
- ☐ Recognition of polluted water
- ■ SOLVENTS
- ☐ Acetone
- ☐ Gasoline
- ☐ Turpentine
- ☐ Vinegar
- ■ EARTH FORMATION
- ☐ Rocks and minerals
- ☐ Oil and gas
- ☐ Timber
- ☐ Water
- ■ THE FIVE SENSES
- ☐ Sight
- ☐ Hearing
- ☐ Smell
- ☐ Taste
- ☐ Touch
- ■ SIMPLE MACHINES
- ☐ Lever
- ☐ Inclined plane
- ☐ Pulley
- ☐ Wheel and axle
- ☐ Wedge
- ☐ Screw
- ☐ Compass
- ☐ Terminology in electricity
- ■ HEALTH
- ☐ Cleanliness
- ☐ Hair
- ☐ Nails
- ☐ Proper bath
- ☐ Halitosis
- ☐ Clothing
- ☐ House
- ☐ Yard
- ☐ Disposal of garbage
- ☐ Pest control
- ☐ Care of eyes
- ☐ Ears
- ☐ Teeth
- ☐ Feet
- ☐ Skin
- ■ BASIC FOODS
- ☐ Balanced diet
- ☐ Milk
- ☐ Meat
- ☐ Vegetables and fruits
- ☐ Bread and cereal groups
- ☐ Recognition of spoiled food
- ☐ Meal planning
- ☐ Nutritional control
- ■ HEALTH NEEDS
- ☐ Inoculation
- ☐ Measles
- ☐ Polio
- ☐ Mumps
- ☐ Diptheria
- ☐ Small pox
- ☐ Tetanus
- ☐ Whooping cough
- ☐ Colds and flu
- ■ PERIODIC CHECK-UPS
- ☐ Cancer
- ☐ Tuberculosis
- ☐ Blood count
- ☐ Venereal disease
- ☐ Superstitions
- ☐ "Old wives tales"
- ☐ Home remedies (good and bad)
- ☐ Healers
- ☐ Prescriptions
- ☐ Patent medicines
- ☐ Other people's medicines
- ■ INSECT AND REPTILE HAZARDS
- ☐ Spiders
- ☐ Ticks
- ☐ Snakes
- ☐ Scorpions
- ☐ Mosquitoes
- ☐ Lice
- ■ BIRTH CONTROL
- ☐ Health hazards
- ☐ Reading labels and directions
- ☐ Storing
- ☐ Identifying dangerous symbols
- ☐ Using drugs and medicines
- ☐ Using inflammables safely
- ☐ Handling electrical appliances
- ☐ Water dangers
- ☐ Recreational
- ☐ Water purification
- ☐ Household pets
- ☐ Dogs (rabies)
- ☐ Cats (ringworms & rabies)
- ☐ Rabbits (encephalitis)
- ■ OCCUPATIONAL HAZARDS
- ☐ Tools
- ☐ Machinery
- ☐ Recognize insecticides
- ☐ Decontamination of vegetables
- ☐ Exposure to insecticides
- ■ COMMUNITY HAZARDS
- ☐ Drainage
- ☐ Street conditions
- ☐ Power lines and plants
- ☐ Railroad crossings
- ☐ Abandoned buildings

Name (Last) (First) (Middle) Sex: M F Telephone

Address Birthdate

HEALTH	MISCELLANEOUS	
Vision	Citizen: Yes No	Transportation:
Hearing	Driver's License: Yes No	Ethnic Origin:
No. Visits to Doctor/Yr.	Automobile: Yes No	Employment: FT PT None
	Registered to Vote: Yes No	Time on Job:
	Subscriptions: Paper Magazine Other	Radio TV
	Who Informed You of ABE:	

FAMILY ENVIRONMENT

Marital Status	Spouse's Name	His (Her) Occupation
Children: Number	Ages	No. in School

Enrollment Date Termination Date

Reason for Termination

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ jrs.

The sentence
Abbreviations
Contractions
Syllabication
Parts of speech
Classification of sentences
Structure and sentence build.
DICTIONARY STUDY
Prefixes
Suffixes
Pronunciation
Synonyms
Antonyms
Homonyms
Definitions
Spelling
OUTLINING
PARAGRAPH WRITING
LETTER WRITING
JOB APPLICATIONS
LISTENING
For main ideas
For meaning
For following directions
For developing correct usage
For intonation and accentua.
SPEAKING
Group discussion
Informal conversation
Vocabulary study
Oral reports
Job interviews
READING
Locating information
Comprehension

Students Name ____________

Level ____________

Skills Check ____________

Communication ____________

Pronunciation, enunciation
Job Interview
READING
Vocabulary development
Locating information
Dictionary
Directories
Catalogs
Maps
Graphs and charts
Reference materials
Comprehension
Discrimination
Tone and mood of writer
Quality of expression
Inferences and assumptions
Facts and opinions
Judgments
Imagery
WRITING
Improvement of cursive writing
Composition
Sentence construction
Paragraph development
Topic sentence
Supporting details
Grammar
Parts of speech
Verb usage
Punctuation
Commas
Quotation marks
Spelling
Capitalization
Contractions
Abbreviations
Syllabication
Income tax short forms
Job Applications
LEVEL III

LISTENING
Listening for meaning
Following directions
Listening for main ideas
Sound discrimination
Intonation and accentuation
PRONOUNCING (phonology)
Indicate sounds
English vowels
English consonants
English dipthongs
Clusters of sounds
Sounds to letter correspondance
International patterns
Stress pitch levels
Phrase terminations-rhythm
English speech contrasted
Teaching problem sounds
SPEAKING
Informal conversation
Question and answer
Vocabulary study
Vocabulary building
Locating information
Comprehension
Reading manuscript
WRITING
Motor skills
Cursive writing
Composition
Tracing
Copying
Capitalization
Spelling
Punctuation
LEVEL II
LISTENING
Following directions
Main ideas
Meaning
Usage
Intonation and accentuation
SPEAKING
Informal Conversation
Vocabulary
Group discussion
Oral reports

NUMBER THEORY
Greater than
Less than
RECOGNIZE, WRITE, AND USE NUMBERS
0-9
10-100
Place value
Interpret written numbers into numerals
Interpret numerals into written words
ADDITION
One digit numbers both vertical and horizontal
Two digit numbers
Two digit numbers - regrouping - vertical and horizontal
Three rows of three digit numbers
Four digit numbers
Columnar addition
SUBTRACTION
One digit numbers both vertical and horizontal
Two digit numbers and checking
Two digit numbers and regrouping
Three digit numbers
Four digit numbers
MULTIPLICATION
One digit numbers
Three digits by one digit no carrying
Three by one digit - including carrying
Dollars by one digit
Three digits by two digits
Three digits by
DIVISION
One digit numbers
Two digits by one digit - no remainder
One-two digit dividends by one digit divisor - remainder
Three digits by two digits

INTERPRETING WORD PROBLEMS
Student written problems
Word problems with simple addition
Word problems with subtraction
Word problems with addition and subtraction
Word problems with multiplication
Word problems with division
Word problems combining operations
FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
Speed
Time
Distance
GEOMETRY
Location of places by number
Area and square units: squares, rectangles, and triangles
Volume
Circles - area and circumference
FRACTIONS
Greater than and less than
Addition and subtraction of like fractions
Multiplication
Division
Addition and subtraction of unlike fractions and mixed numbers
Mixed operations
Fractional and mixture pro-
DECIMALS
Read and write decimals
Change fractions to decimals and decimals to fractions
Addition
Subtractions
Multiplication
Division

PERCENT
Read and write percent
Change percents to decimals and decimals to fractions
Find what percent one number is of another
Percents larger than 100
Find a number of which a percent is given
CONSUMER BUYING
Installment buying
Budgeting including income and fixed expenses
Values in purchasing
Time, as related to earning power, workday, time clock, and time and a half overtime
Discount prices
Taxes
Profit and loss
GED PREPARATION
Squares and square root
Series arithmetic, geometric miscellaneous
Addition and subtractions of monomials and binomials
Factoring binomials and trinomials
Quadratic formula
Logarithms, base ten, use of tables
GED preparation (con't)
Ratio and proportion
Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
Parallel lines, transversals and parallelograms
Area of a trapezoid
Circles - chords and arcs

Students Name ____________
Level ____________
Skills check in Mathematics

CONCEPTS, SERVICE TO COMMUNITY
Volunteer fireman
Volunteer policeman
Public office
Community projects
Health and welfare
Recreation leaders
SERVICE TO STATE AND NATION
Jury duty
Public Office
Voting
CONCEPTS, BECOMING AN AMERICAN
Preparing for the naturalization
Literary requirements
Applying for citizenship
Filing for citizenship
Taking the naturalization test
Oath of allegiance
Continuing citizenship obligations
Concepts, organization of government
Local
State
Federal
Welfare services
Social security
Medicare
Education
Health
SOURCES OF REVENUE
Local
State
Federal government
RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
Executive
Judicial
Legislative

CITIZEN'S LEGAL RESPONSIBILITIES
Community
State
Nation
Need for taxation at all levels
COMMUNITY SERVICE
Police department
Fire department
Water department
Sanitation department
Streets and maintenance department
Zoning of city
Libraries within the city or county
Parks
Social security, medicare, A.D.C.
Civil defense
Military services
Public education, including adult education
Federal and state highways
National and state parks
Federal, state, and community administration
CITIZEN'S LEGAL RIGHTS
The bill of rights
Freedom of religion
Press
Speech
Assembly
Petition
The right to bear arms
Freedom from search

Protection of accused
Rights of accused persons
Trial by jury
No excessive fines or cruel punishment
Protection of minority groups
Right to vote
THREE TYPES OF LAW
Common law
Statutory law
Administrative law
HOW LAW AFFECTS THE CITIZEN
Contracts
Business
Marriage and divorce
Employer and employee
Buying and selling
Agency contracts
Bailment contracts
CIVIL LAWS
Rights to protect himself and his property
Auto accidents
Injuries "on the job"
Injury to property
Injury to personal liberty
Unlawful arrest
Threat by assualt
False imprisonment
Injury to reputation through libel or slander

Students Name

Level

Skills Check in Socials and citizenship

■ GETTING ACQUAINTED
☐ Getting to know each other
■ Jobs we can do
☐ JOBS OF TODAY
☐ Specific development
☐ Importance of new job skills
■ Training and re-training
☐ EMPLOYMENT SERVICES
☐ Use of public agencies
■ Varied services of private agencies
☐ EMPLOYMENT INTERVIEWS
☐ Why interview
■ Interview preparation
☐ Interview behavior
■ PREPARING JOB APPLICATION BLANKS
☐ Purpose
☐ General information on job application
☐ Specific information
☐ Job application
☐ Employment agency application
☐ Social security number application

■ GETTING ALONG ON THE JOB
☐ Doing the job
☐ Developing good work habits
■ Working with others
■ RESPONSIBILITIES ON THE JOB
☐ Qualities that succeed on the job
☐ Accepting job responsibilities
☐ Moving ahead on the job
☐ Vocational
☐ Occupational
☐ Educational

Students Name ____________________

Level ____________________

Occupational and Educational Opportunities ____________________

Students Name ______________________

Level ______________________

Skills check in Science and Health

- SCIENCE
- Weather and climate
- Environmental influences
- Weather hazards
- Forecasting weather
- Precipitation
- WATER PURIFICATION AND SOLVENTS
- Distillation
- Chlorination
- Filtration
- Boiling
- Recognition of polluted water
- SOLVENTS
- Acetone
- Gasoline
- Turpentine
- Vinegar
- EARTH FORMATION
- Rocks and minerals
- Oil and gas
- Timber
- Water
- THE FIVE SENSES
- Sight
- Hearing
- Smell
- Taste
- Touch
- SIMPLE MACHINES
- Lever
- Inclined plane
- Pulley
- Wheel and axle
- Wedge
- Screw
- Compass
- Terminology in electricity
- HEALTH
- Cleanliness
- Hair
- Nails
- Proper bath
- Halitosis
- Clothing
- House
- Yard
- Disposal of garbage
- Pest control
- Care of eyes
- Ears
- Teeth
- Feet
- Skin
- BASIC FOODS
- Balanced diet
- Milk
- Meat
- Vegetables and fruits
- Bread and cereal groups
- Recognition of spoiled food
- Meal planning
- Nutritional control
- HEALTH NEEDS
- Inoculation
- Measles
- Polio
- Mumps
- Diptheria
- Small pox
- Tetanus
- Whooping cough
- Colds and flu
- PERIODIC CHECK-UPS
- Cancer
- Tuberculosis
- Blood count
- Venereal disease
- Superstitions
- "Old wives tales"
- Home remedies (good and bad)
- Healers
- Prescriptions
- Patent medicines
- Other people's medicines
- INSECT AND REPTILE HAZARDS
- Spiders
- Ticks
- Snakes
- Scorpions
- Mosquitoes
- Lice
- BIRTH CONTROL
- Health hazards
- Reading labels and directions
- Storing
- Identifying dangerous symbols
- Using drugs and medicines
- Using inflammables safely
- Handling electrical appliances
- Water dangers
- Recreational
- Water purification
- Household pets
- Dogs (rabies)
- Cats (ringworms & rabies)
- Rabbits (encephalitis)
- OCCUPATIONAL HAZARDS
- Tools
- Machinery
- Recognize insecticides
- Decontamination of vegetables
- Exposure to insecticides
- COMMUNITY HAZARDS
- Drainage
- Street conditions
- Power lines and plants
- Railroad crossings
- Abandoned buildings

Name ________ Sex: M F Telephone ________
(Last) (First) (Middle)

Address ________ Birthdate ________

HEALTH

Vision ________

Hearing ________

No. Visits to Doctor/Yr. ________

MISCELLANEOUS

Citizen: Yes No

Driver's License: Yes No

Automobile: Yes No

Registered to Vote: Yes No

Subscriptions: Paper Magazine Other

Who Informed You of ABE:

Transportation:

Ethnic Origin:

Employment: FT PT None

Time on Job:

Radio TV

FAMILY ENVIRONMENT

Marital Status ________ Spouse's Name ________ His (Her) Occupation ________

Children: Number ________ Ages ________ No. in School ________

Enrollment Date ________ Termination Date ________

Reason for Termination ________

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ jrs.

LISTENING
Listening for meaning
Following directions
Listening for main ideas
Sound discrimination
Intonation and accentuation
PRONOUNCING (phonology)
Indicate sounds
English vowels
English consonants
English dipthongs
Clusters of sounds
Sounds to letter correspondance
International patterns
Stress pitch levels
Phrase terminations-rhythm
English speech contrasted
Teaching problem sounds
SPEAKING
Informal conversation
Question and answer
Vocabulary study
Vocabulary building
Locating information
Comprehension
Reading manuscript
WRITING
Motor skills
Cursive writing
Composition
Tracing
Copying
Capitalization
Spelling
Punctuation
LEVEL II
LISTENING
Following directions
Main ideas
Meaning
Usage
Intonation and accentuation
SPEAKING
Informal Conversation
Vocabulary
Group discussion
Oral reports

Pronunciation, enunciation
Job Interview
READING
Vocabulary development
Locating information
Dictionary
Directories
Catalogs
Maps
Graphs and charts
Reference materials
Comprehension
Discrimination
Tone and mood of writer
Quality of expression
Inferences and assumptions
Facts and opinions
Judgments
Imagery
WRITING
Improvement of cursive writing
Composition
Sentence construction
Paragraph development
Topic sentence
Supporting details
Grammar
Parts of speech
Verb usage
Punctuation
Commas
Quotation marks
Spelling
Capitalization
Contractions
Abbreviations
Syllabication
Income tax short forms
Job Applications
LEVEL III

The sentence
Abbreviations
Contractions
Syllabication
Parts of speech
Classification of sentences
Structure and sentence build.
DICTIONARY STUDY
Prefixes
Suffixes
Pronunciation
Synonyms
Antonyms
Homonyms
Definitions
Spelling
OUTLINING
PARAGRAPH WRITING
LETTER WRITING
JOB APPLICATIONS
LISTENING
For main ideas
For meaning
For following directions
For developing correct usage
For intonation and accentua.
SPEAKING
Group discussion
Informal conversation
Vocabulary study
Oral reports
Job interviews
READING
Locating information
Comprehension

Students Name ______________

Level ______________

Skills Check ______________

Communication ______________

Students Name ____________

Level ____________

Skills check in Mathematics

NUMBER THEORY
Greater than
Less than
RECOGNIZE, WRITE, AND USE NUMBERS
0-9
10-100
Place value
Interpret written numbers into numerals
Interpret numerals into written words
ADDITION
One digit numbers both vertical and horizontal
Two digit numbers
Two digit numbers - regrouping - vertical and horizontal
Three rows of three digit numbers
Four digit numbers
Columnar addition
SUBTRACTION
One digit numbers both vertical and horizontal
Two digit numbers and checking
Two digit numbers and regrouping
Three digit numbers
Four digit numbers
MULTIPLICATION
One digit numbers
Three digits by one digit no carrying
Three by one digit - including carrying
Dollars by one digit
Three digits by two digits
Three digits by
DIVISION
One digit numbers
Two digits by one digit - no remainder
One-two digit dividends by one digit divisor - remainder
Three digits by two digits

INTERPRETING WORD PROBLEMS
Student written problems
Word problems with simple addition
Word problems with subtraction
Word problems with addition and subtraction
Word problems with multiplication
Word problems with division
Word problems combining operations
FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
Speed
Time
Distance
GEOMETRY
Location of places by number
Area and square units: squares, rectangles, and triangles
Volume
Circles - area and circumference
FRACTIONS
Greater than and less than
Addition and subtraction of like fractions
Multiplication
Division
Addition and subtraction of unlike fractions and mixed numbers
Mixed operations
Fractional and mixture problems
DECIMALS
Read and write decimals
Change fractions to decimals and decimals to fractions
Addition
Subtractions
Multiplication
Division

PERCENT
Read and write percent
Change percents to decimals and decimals to fractions
Find what percent one number is of another
Percents larger than 100
Find a number of which a percent is given
CONSUMER BUYING
Installment buying
Budgeting including income and fixed expenses
Values in purchasing
Time, as related to earning power, workday, time clock, and time and a half overtime
Discount prices
Taxes
Profit and loss
GED PREPARATION
Squares and square root
Series arithmetic, geometric miscellaneous
Addition and subtractions of monomials and binomials
Factoring binomials and trinomials
Quadratic formula
Logarithms, base ten, use of tables
GED preparation (con't)
Ratio and proportion
Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
Parallel lines, transversals and parallelograms
Area of a trapezoid
Circles - chords and arcs

- ■ CONCEPTS, SERVICE TO COMMUNITY
- ☐ Volunteer fireman
- ☐ Volunteer policeman
- ☐ Public office
- ☐ Community projects
- ☐ Health and welfare
- ☐ Recreation leaders
- ■ SERVICE TO STATE AND NATION
- ☐ Jury duty
- ☐ Public Office
- ☐ Voting
- ■ CONCEPTS, BECOMING AN AMERICAN
- ☐ Preparing for the naturalization
- ☐ Literary requirements
- ☐ Applying for citizenship
- ☐ Filing for citizenship
- ☐ Taking the naturalization test
- ☐ Oath of allegiance
- ☐ Continuing citizenship obligations
- ☐ Concepts, organization of government
- ☐ Local
- ☐ State
- ☐ Federal
- ☐ Welfare services
- ☐ Social security
- ☐ Medicare
- ☐ Education
- ☐ Health
- ■ SOURCES OF REVENUE
- ☐ Local
- ☐ State
- ☐ Federal government
- ■ RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
- ☐ Executive
- ☐ Judicial
- ☐ Legislative

- ■ CITIZEN'S LEGAL RESPONSIBILITIES
- ☐ Community
- ☐ State
- ☐ Nation
- ☐ Need for taxation at all levels
- ■ COMMUNITY SERVICE
- ☐ Police department
- ☐ Fire department
- ☐ Water department
- ☐ Sanitation department
- ☐ Streets and maintenance department
- ☐ Zoning of city
- ☐ Libraries within the city or county
- ☐ Parks
- ☐ Social security, medicare, A.D.C.
- ☐ Civil defense
- ☐ Military services
- ☐ Public education, including adult education
- ☐ Federal and state highways
- ☐ National and state parks
- ☐ Federal, state, and community administration
- ■ CITIZEN'S LEGAL RIGHTS
- ☐ The bill of rights
- ☐ Freedom of religion
- ☐ Press
- ☐ Speech
- ☐ Assembly
- ☐ Petition
- ☐ The right to bear arms
- ☐ Freedom from search

- ☐ Protection of accused
- ☐ Rights of accused persons
- ☐ Trial by jury
- ☐ No excessive fines or cruel punishment
- ☐ Protection of minority groups
- ☐ Right to vote
- ■ THREE TYPES OF LAW
- ☐ Common law
- ☐ Statutory law
- ☐ Administrative law
- ☐ HOW LAW AFFECTS THE CITIZEN
- ☐ Contracts
- ☐ Business
- ☐ Marriage and divorce
- ☐ Employer and employee
- ☐ Buying and selling
- ☐ Agency contracts
- ☐ Bailment contracts
- ■ CIVIL LAWS
- ☐ Rights to protect himself and his property
- ☐ Auto accidents
- ☐ Injuries "on the job"
- ☐ Injury to property
- ☐ Injury to personal liberty
- ☐ Unlawful arrest
- ☐ Threat by assualt
- ☐ False imprisonment
- ☐ Injury to reputation through libel or slander

Students Name ______________________

Level ______________________

Skills Check in Socials and citizenship

Students Name ______________________

Level ______________________

Occupational and Educational Opportunities ______________________

GETTING ACQUAINTED
Getting to know each other
Jobs we can do
JOBS OF TODAY
Specific development
Importance of new job skills
Training and re-training
EMPLOYMENT SERVICES
Use of public agencies
Varied services of private agencies
EMPLOYMENT INTERVIEWS
Why interview
Interview preparation
Interview behavior
PREPARING JOB APPLICATION BLANKS
Purpose
General information on job application
Specific information
Job application
Employment agency application
Social security number application

GETTING ALONG ON THE JOB
Doing the job
Developing good work habits
Working with others
RESPONSIBILITIES ON THE JOB
Qualities that succeed on the job
Accepting job responsibilities
Moving ahead on the job
Vocational
Occupational
Educational

■ SCIENCE
☐ Weather and climate
☐ Environmental influences
☐ Weather hazards
☐ Forecasting weather
☐ Precipitation
■ WATER PURIFICATION AND SOLVENTS
☐ Distillation
☐ Chlorination
☐ Filtration
☐ Boiling
☐ Recognition of polluted water
■ SOLVENTS
☐ Acetone
☐ Gasoline
☐ Turpentine
☐ Vinegar
■ EARTH FORMATION
☐ Rocks and minerals
☐ Oil and gas
☐ Timber
☐ Water
■ THE FIVE SENSES
☐ Sight
☐ Hearing
☐ Smell
☐ Taste
☐ Touch
■ SIMPLE MACHINES
☐ Lever
☐ Inclined plane
☐ Pulley
☐ Wheel and axle
☐ Wedge
☐ Screw
☐ Compass
☐ Terminology in electricity
■ HEALTH
☐ Cleanliness
☐ Hair
☐ Nails
☐ Proper bath
☐ Halitosis
☐ Clothing
☐ House
☐ Yard
☐ Disposal of garbage
☐ Pest control
☐ Care of eyes
☐ Ears
☐ Teeth
☐ Feet
☐ Skin
■ BASIC FOODS
☐ Balanced diet
☐ Milk
☐ Meat
☐ Vegetables and fruits
☐ Bread and cereal groups
☐ Recognition of spoiled food
☐ Meal planning
☐ Nutritional control
■ HEALTH NEEDS
☐ Inoculation
☐ Measles
☐ Polio
☐ Mumps
☐ Diptheria
☐ Small pox
☐ Tetanus
☐ Whooping cough
☐ Colds and flu
■ PERIODIC CHECK-UPS
☐ Cancer
☐ Tuberculosis
☐ Blood count
☐ Venereal disease
☐ Superstitions
☐ "Old wives tales"
☐ Home remedies (good and bad)
☐ Healers
☐ Prescriptions
☐ Patent medicines
☐ Other people's medicines
■ INSECT AND REPTILE HAZARDS
☐ Spiders
☐ Ticks
☐ Snakes
☐ Scorpions
☐ Mosquitoes
☐ Lice
■ BIRTH CONTROL
☐ Health hazards
☐ Reading labels and directions
☐ Storing
☐ Identifying dangerous symbols
☐ Using drugs and medicines
☐ Using inflammables safely
☐ Handling electrical appliances
☐ Water dangers
☐ Recreational
☐ Water purification
☐ Household pets
☐ Dogs (rabies)
☐ Cats (ringworms & rabies)
☐ Rabbits (encephalitis)
■ OCCUPATIONAL HAZARDS
☐ Tools
☐ Machinery
☐ Recognize insecticides
☐ Decontamination of vegetables
☐ Exposure to insecticides
■ COMMUNITY HAZARDS
☐ Drainage
☐ Street conditions
☐ Power lines and plants
☐ Railroad crossings
☐ Abandoned buildings

Students Name ____________________

Level ____________________

Skills check in Science and Health

Name ______ Sex: M F Telephone ______
(Last) (First) (Middle)

Address ______ Birthdate ______

HEALTH MISCELLANEOUS

Vision ______ Citizen: Yes No Transportation: ______

Hearing ______ Driver's License: Yes No Ethnic Origin: ______

No. Visits to Doctor/Yr. ______ Automobile: Yes No Employment: FT PT None

______ Registered to Vote: Yes No Time on Job: ______

______ Subscriptions: Paper Magazine Other Radio TV

______ Who Informed You of ABE: ______

FAMILY ENVIRONMENT

Marital Status ______ Spouse's Name ______ His (Her) Occupation ______

Children: Number ______ Ages ______ No. in School ______

Enrollment Date ______ Termination Date ______

Reason for Termination ______

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ jrs.

Students Name ______

Level ______

Skills Check ______

Communication ______

☐ LISTENING
☐ Listening for meaning
☐ Following directions
☐ Listening for main ideas
☐ Sound discrimination
☐ Intonation and accentuation
☐ PRONOUNCING (phonology)
☐ Indicate sounds
☐ English vowels
☐ English consonants
☐ English dipthongs
☐ Clusters of sounds
☐ Sounds to letter correspondance
☐ International patterns
☐ Stress pitch levels
☐ Phrase terminations-rhythm
☐ English speech contrasted
☐ Teaching problem sounds
☐ SPEAKING
☐ Informal conversation
☐ Question and answer
☐ Vocabulary study
☐ Vocabulary building
☐ Locating information
☐ Comprehension
☐ Reading manuscript
☐ WRITING
☐ Motor skills
☐ Cursive writing
☐ Composition
☐ Tracing
☐ Copying
☐ Capitalization
☐ Spelling
☐ Punctuation
☐ LEVEL II
☐ LISTENING
☐ Following directions
☐ Main ideas
☐ Meaning
☐ Usage
☐ Intonation and accentuation
☐ SPEAKING
☐ Informal Conversation
☐ Vocabulary
☐ Group discussion
☐ Oral reports

☐ Pronunciation, enunciation
☐ Job Interview
☐ READING
☐ Vocabulary development
☐ Locating information
☐ Dictionary
☐ Directories
☐ Catalogs
☐ Maps
☐ Graphs and charts
☐ Reference materials
☐ Comprehension
☐ Discrimination
☐ Tone and mood of writer
☐ Quality of expression
☐ Inferences and assumptions
☐ Facts and opinions
☐ Judgments
☐ Imagery
☐ WRITING
☐ Improvement of cursive writing
☐ Composition
☐ Sentence construction
☐ Paragraph development
☐ Topic sentence
☐ Supporting details
☐ Grammar
☐ Parts of speech
☐ Verb usage
☐ Punctuation
☐ Commas
☐ Quotation marks
☐ Spelling
☐ Capitalization
☐ Contractions
☐ Abbreviations
☐ Syllabications
☐ Income tax short forms
☐ Job Applications
☐ LEVEL III

☐ The sentence
☐ Abbreviations
☐ Contractions
☐ Syllabication
☐ Parts of speech
☐ Classification of sentences
☐ Structure and sentence build.
☐ DICTIONARY STUDY
☐ Prefixes
☐ Suffixes
☐ Pronunciation
☐ Synonyms
☐ Antonyms
☐ Homonyms
☐ Definitions
☐ Spelling
☐ OUTLINING
☐ PARAGRAPH WRITING
☐ LETTER WRITING
☐ JOB APPLICATIONS
☐ LISTENING
☐ For main ideas
☐ For meaning
☐ For following directions
☐ For developing correct usage
☐ For intonation and accentua.
☐ SPEAKING
☐ Group discussion
☐ Informal conversation
☐ Vocabulary study
☐ Oral reports
☐ Job interviews
☐ READING
☐ Locating information
☐ Comprehension

NUMBER THEORY
Greater than
Less than
RECOGNIZE, WRITE, AND USE NUMBERS
0-9
10-100
Place value
Interpret written numbers into numerals
Interpret numerals into written words
ADDITION
One digit numbers both vertical and horizontal
Two digit numbers
Two digit numbers - regrouping - vertical and horizontal
Three rows of three digit numbers
Four digit numbers
Columnar addition
SUBTRACTION
One digit numbers both vertical and horizontal
Two digit numbers and checking
Two digit numbers and regrouping
Three digit numbers
Four digit numbers
MULTIPLICATION
One digit numbers
Three digits by one digit no carrying
Three by one digit - including carrying
Dollars by one digit
Three digits by two digits
Three digits by
DIVISION
One digit numbers
Two digits by one digit - no remainder
One-two digit dividends by one digit divisor - remainder
Three digits by two digits

INTERPRETING WORD PROBLEMS
Student written problems
Word problems with simple addition
Word problems with subtraction
Word problems with addition and subtraction
Word problems with multiplication
Word problems with division
Word problems combining operations
FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
Speed
Time
Distance
GEOMETRY
Location of places by number
Area and square units: squares, rectangles, and triangles
Volume
Circles - area and circumference
FRACTIONS
Greater than and less than
Addition and subtraction of like fractions
Multiplication
Division
Addition and subtraction of unlike fractions and mixed numbers
Mixed operations
Fractional and mixture problems
DECIMALS
Read and write decimals
Change fractions to decimals and decimals to fractions
Addition
Subtractions
Multiplication
Division

PERCENT
Read and write percent
Change percents to decimals and decimals to fractions
Find what percent one number is of another
Percents larger than 100
Find a number of which a percent is given
CONSUMER BUYING
Installment buying
Budgeting including income and fixed expenses
Values in purchasing
Time, as related to earning power, workday, time clock, and time and a half overtime
Discount prices
Taxes
Profit and loss
GED PREPARATION
Squares and square root
Series arithmetic, geometric miscellaneous
Addition and subtractions of monomials and binomials
Factoring binomials and trinomials
Quadratic formula
Logarithms, base ten, use of tables
GED preparation (con't)
Ratio and proportion
Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
Parallel lines, transversals and parallelograms
Area of a trapezoid
Circles - chords and arcs

Students Name ____________
Level ____________
Skills check in Mathematics

■ CONCEPTS, SERVICE TO COMMUNITY
☐ Volunteer fireman
☐ Volunteer policeman
☐ Public office
☐ Community projects
☐ Health and welfare
■ SERVICE TO STATE AND NATION
☐ Jury duty
☐ Public office
☐ Voting
■ CONCEPTS, BECOMING AN AMERICAN
☐ Preparing for the naturalization
☐ Literary requirements
☐ Applying for citizenship
☐ Filing for citizenship
☐ Taking the naturalization test
☐ Oath of allegiance
☐ Continuing citizenship obligations
☐ Concepts, organization of government
☐ Local
☐ State
☐ Federal
☐ Welfare services
☐ Social security
☐ Medicare
☐ Education
☐ Health
■ SOURCES OF REVENUE
☐ Local
☐ State
☐ Federal government
■ RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
☐ Executive
☐ Judicial
☐ Legislative

■ CITIZEN'S LEGAL RESPONSIBILITIES
☐ Community
☐ State
☐ Nation
☐ Need for taxation at all levels
■ COMMUNITY SERVICE
☐ Police department
☐ Fire department
☐ Water department
☐ Sanitation department
☐ Streets and maintenance department
☐ Zoning of city
☐ Libraries within the city or county
☐ Parks
☐ Social security, medicare, A.D.C.
☐ Civil defense
☐ Military services
☐ Public education, including adult education
☐ Federal and state highways
☐ National and state parks
☐ Federal, state, and community administration
■ CITIZEN'S LEGAL RIGHTS
☐ The bill of rights
☐ Freedom of religion
☐ Press
☐ Speech
☐ Assembly
☐ Petition
☐ The right to bear arms
☐ Freedom from search

☐ Protection of accused
☐ Rights of accused persons
☐ Trial by jury
☐ No excessive fines or cruel punishment
☐ Protection of minority groups
☐ Right to vote
■ THREE TYPES OF LAW
☐ Common law
☐ Statutory law
☐ Administrative law
☐ HOW LAW AFFECTS THE CITIZEN
☐ Contracts
☐ Business
☐ Marriage and divorce
☐ Employer and employee
☐ Buying and selling
☐ Agency contracts
☐ Bailment contracts
■ CIVIL LAWS
☐ Rights to protect himself and his property
☐ Auto accidents
☐ Injuries "on the job"
☐ Injury to property
☐ Injury to personal liberty
☐ Unlawful arrest
☐ Threat by assualt
☐ False imprisonment
☐ Injury to reputation through libel or slander

Students Name ____________________

Level ____________________

Skills Check in Socials and citizenship

Students Name ____________

Level ____________

Occupational and Educational Opportunities ____________

- ■ GETTING ACQUAINTED
- ☐ Getting to know each other
- ☐ Jobs we can do
- ■ JOBS OF TODAY
- ☐ Specific development
- ☐ Importance of new job skills
- ☐ Training and re-training
- ■ EMPLOYMENT SERVICES
- ☐ Use of public agencies
- ☐ Varied services of private agencies
- ■ EMPLOYMENT INTERVIEWS
- ☐ Why interview
- ☐ Interview preparation
- ☐ Interview behavior
- ■ PREPARING JOB APPLICATION BLANKS
- ☐ Purpose
- ☐ General information on job application
- ☐ Specific information
- ☐ Job application
- ☐ Employment agency application
- ☐ Social security number application

- ■ GETTING ALONG ON THE JOB
- ☐ Doing the job
- ☐ Developing good work habits
- ☐ Working with others
- ■ RESPONSIBILITIES ON THE JOB
- ☐ Qualities that succeed on the job
- ☐ Accepting job responsibilities
- ☐ Moving ahead on the job
- ☐ Vocational
- ☐ Occupational
- ☐ Educational

Skills check in Science and Health

Students Name

Level

■ SCIENCE
☐ Weather and climate
☐ Environmental influences
☐ Weather hazards
☐ Forecasting weather
☐ Precipitation
■ WATER PURIFICATION AND SOLVENTS
☐ Distillation
☐ Chlorination
☐ Filtration
☐ Boiling
☐ Recognition of polluted water
■ SOLVENTS
☐ Acetone
☐ Gasoline
☐ Turpentine
☐ Vinegar
■ EARTH FORMATION
☐ Rocks and minerals
☐ Oil and gas
☐ Timber
☐ Water
■ THE FIVE SENSES
☐ Sight
☐ Hearing
☐ Smell
☐ Taste
☐ Touch
■ SIMPLE MACHINES
☐ Lever
☐ Inclined plane
☐ Pulley
☐ Wheel and axle
☐ Wedge
☐ Screw
☐ Compass
☐ Terminology in electricity
■ HEALTH
☐ Cleanliness
☐ Hair
☐ Nails
☐ Proper bath
☐ Halitosis
☐ Clothing
☐ House
☐ Yard
☐ Disposal of garbage
☐ Pest control
☐ Care of eyes
☐ Ears
☐ Teeth
☐ Feet
☐ Skin
■ BASIC FOODS
☐ Balanced diet
☐ Milk
☐ Meat
☐ Vegetables and fruits
☐ Bread and cereal groups
☐ Recognition of spoiled food
☐ Meal planning
☐ Nutritional control
■ HEALTH NEEDS
☐ Inoculation
☐ Measles
☐ Polio
☐ Mumps
☐ Diptheria
☐ Small pox
☐ Tetanus
☐ Whooping cough
☐ Colds and flu
■ PERIODIC CHECK-UPS
☐ Cancer
☐ Tuberculosis
☐ Blood count
☐ Venereal disease
☐ Superstitions
☐ "Old wives tales"
☐ Home remedies (good and bad)
☐ Healers
☐ Prescriptions
☐ Patent medicines
☐ Other people's medicines
■ INSECT AND REPTILE HAZARDS
☐ Spiders
☐ Ticks
☐ Snakes
☐ Scorpions
☐ Mosquitoes
☐ Lice
■ BIRTH CONTROL
☐ Health hazards
☐ Reading labels and directions
☐ Storing
☐ Identifying dangerous symbols
☐ Using drugs and medicines
☐ Using inflammables safely
☐ Handling electrical appliances
☐ Water dangers
☐ Recreational
☐ Water purification
☐ Household pets
☐ Dogs (rabies)
☐ Cats (ringworms & rabies)
☐ Rabbits (encephalitis)
■ OCCUPATIONAL HAZARDS
☐ Tools
☐ Machinery
☐ Recognize insecticides
☐ Decontamination of vegetables
☐ Exposure to insecticides
■ COMMUNITY HAZARDS
☐ Drainage
☐ Street conditions
☐ Power lines and plants
☐ Railroad crossings
☐ Abandoned buildings

Name ____________________ Sex: M F Telephone ____________
(Last) (First) (Middle)

Address ____________________ Birthdate ____________

HEALTH

MISCELLANEOUS

Vision ____________ Citizen: Yes No Transportation: ____________

Hearing ____________ Driver's License: Yes No Ethnic Origin: ____________

No. Visits to Doctor/Yr. ____________ Automobile: Yes No Employment: FT PT None

Registered to Vote: Yes No Time on Job: ____________

Subscriptions: Paper Magazine Other Radio TV

Who Informed You of ABE: ____________

FAMILY ENVIRONMENT

Marital Status ____________ Spouse's Name ____________ His (Her) Occupation ____________

Children: Number ____________ Ages ____________ No. in School ____________

Enrollment Date ____________ Termination Date ____________

Reason for Termination ____________

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul ____ rs. Aug.____ jrs.

■ LISTENING
☐ Listening for meaning
☐ Following directions
☐ Listening for main ideas
☐ Sound discrimination
☐ Intonation and accentuation
■ PRONOUNCING (phonology)
☐ Indicate sounds
☐ English vowels
☐ English consonants
☐ English dipthongs
☐ Clusters of sounds
☐ Sounds to letter correspondance
☐ International patterns
☐ Stress pitch levels
☐ Phrase terminations-rhythm
☐ English speech contrasted
☐ Teaching problem sounds
■ SPEAKING
☐ Informal conversation
☐ Question and answer
☐ Vocabulary study
☐ Vocabulary building
☐ Locating information
☐ Comprehension
☐ Reading manuscript
■ WRITING
☐ Motor skills
☐ Cursive writing
☐ Composition
☐ Tracing
☐ Copying
☐ Capitalization
☐ Spelling
☐ Punctuation
■ LEVEL II
■ LISTENING
☐ Following directions
☐ Main ideas
☐ Meaning
☐ Usage
☐ Intonation and accentuation
■ SPEAKING
☐ Informal Conversation
☐ Vocabulary
☐ Group discussion
☐ Oral reports

☐ Pronunciation, enunciation
☐ Job Interview
■ READING
☐ Vocabulary development
☐ Locating information
☐ Dictionary
☐ Directories
☐ Catalogs
☐ Maps
☐ Graphs and charts
☐ Reference materials
☐ Comprehension
☐ Discrimination
☐ Tone and mood of writer
☐ Quality of expression
☐ Inferences and assumptions
☐ Facts and opinions
☐ Judgments
☐ Imagery
■ WRITING
☐ Improvement of cursive writing
☐ Composition
☐ Sentence construction
☐ Paragraph development
☐ Topic sentence
☐ Supporting details
☐ Grammar
☐ Parts of speech
☐ Verb usage
☐ Punctuation
☐ Commas
☐ Quotation marks
☐ Spelling
☐ Capitalization
☐ Contractions
☐ Abbreviations
☐ Syllabication
☐ Income tax short forms
☐ Job Applications
■ LEVEL III

☐ The sentence
☐ Abbreviations
☐ Contractions
☐ Syllabication
☐ Parts of speech
☐ Classification of sentences
☐ Structure and sentence build.
■ DICTIONARY STUDY
☐ Prefixes
☐ Suffixes
☐ Pronunciation
☐ Synonyms
☐ Antonyms
☐ Homonyms
☐ Definitions
☐ Spelling
■ OUTLINING
■ PARAGRAPH WRITING
■ LETTER WRITING
■ JOB APPLICATIONS
■ LISTENING
☐ For main ideas
☐ For meaning
☐ For following directions
☐ For developing correct usage
☐ For intonation and accentua.
■ SPEAKING
☐ Group discussion
☐ Informal conversation
☐ Vocabulary study
☐ Oral reports
☐ Job interviews
■ READING
☐ Locating information
☐ Comprehension

Students Name ____________________

Level ____________________

Skills Check ____________________

Communication ____________________

NUMBER THEORY
Greater than
Less than
RECOGNIZE, WRITE, AND USE NUMBERS
0-9
10-100
Place value
Interpret written numbers into numerals
Interpret numerals into written words
ADDITION
One digit numbers both vertical and horizontal
Two digit numbers
Two digit numbers - regrouping - vertical and horizontal
Three rows of three digit numbers
Four digit numbers
Columnar addition
SUBTRACTION
One digit numbers both vertical and horizontal
Two digit numbers and checking
Two digit numbers and regrouping
Three digit numbers
Four digit numbers
MULTIPLICATION
One digit numbers
Three digits by one digit no carrying
Three by one digit - including carrying
Dollars by one digit
Three digits by two digits
Three digits by
DIVISION
One digit numbers
Two digits by one digit - no remainder
One-two digit dividends by one digit divisor - remainder
Three digits by two digits

INTERPRETING WORD PROBLEMS
Student written problems
Word problems with simple addition
Word problems with subtraction
Word problems with addition and subtraction
Word problems with multiplication
Word problems with division
Word problems combining operations
FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
Speed
Time
Distance
GEOMETRY
Location of places by number
Area and square units: squares, rectangles, and triangles
Volume
Circles - area and circumference
FRACTIONS
Greater than and less than
Addition and subtraction of like fractions
Multiplication
Division
Addition and subtraction of unlike fractions and mixed numbers
Mixed operations
Fractional and mixture pro-
DECIMALS
Read and write decimals
Change fractions to decimals and decimals to fractions
Addition
Subtractions
Multiplication
Division

PERCENT
Read and write percent
Change percents to decimals and decimals to fractions
Find what percent one number is of another
Percents larger than 100
Find a number of which a percent is given
CONSUMER BUYING
Installment buying
Budgeting including income and fixed expenses
Values in purchasing
Time, as related to earning power, workday, time clock, and time and a half overtime
Discount prices
Taxes
Profit and loss
GED PREPARATION
Squares and square root
Series arithmetic, geometric miscellaneous
Addition and subtractions of monomials and binomials
Factoring binomials and trinomials
Quadratic formula
Logarithms, base ten, use of tables
GED preparation (con't)
Ratio and proportion
Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
Parallel lines, transversals and parallelograms
Area of a trapezoid
Circles - chords and arcs

Students Name ________

Level ________

Skills check in Mathematics

■ CONCEPTS, SERVICE TO COMMUNITY
☐ Volunteer fireman
☐ Volunteer policeman
☐ Public office
☐ Community projects
☐ Health and welfare
☐ Recreation leaders
■ SERVICE TO STATE AND NATION
☐ Jury duty
☐ Public office
☐ Voting
■ CONCEPTS, BECOMING AN AMERICAN
☐ Preparing for the naturalization
☐ Literary requirements
☐ Applying for citizenship
☐ Filing for citizenship
☐ Taking the naturalization test
☐ Oath of allegiance
☐ Continuing citizenship obligations
☐ Concepts, organization of government
☐ Local
☐ State
☐ Federal
☐ Welfare services
☐ Social security
☐ Medicare
☐ Education
☐ Health
■ SOURCES OF REVENUE
☐ Local
☐ State
☐ Federal government
■ RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
☐ Executive
☐ Judicial
☐ Legislative

■ CITIZEN'S LEGAL RESPONSIBILITIES
☐ Community
☐ State
☐ Nation
☐ Need for taxation at all levels
■ COMMUNITY SERVICE
☐ Police department
☐ Fire department
☐ Water department
☐ Sanitation department
☐ Streets and maintenance department
☐ Zoning of city
☐ Libraries within the city or county
☐ Parks
☐ Social security, medicare, A.D.C.
☐ Civil defense
☐ Military services
☐ Public education, including adult education
☐ Federal and state highways
☐ National and state parks
☐ Federal, state, and community administration
■ CITIZEN'S LEGAL RIGHTS
☐ The bill of rights
☐ Freedom of religion
☐ Press
☐ Speech
☐ Assembly
☐ Petition
☐ The right to bear arms
☐ Freedom from search

☐ Protection of accused
☐ Rights of accused persons
☐ Trial by jury
☐ No excessive fines or cruel punishment
☐ Protection of minority groups
☐ Right to vote
■ THREE TYPES OF LAW
☐ Common law
☐ Statutory law
☐ Administrative law
☐ HOW LAW AFFECTS THE CITIZEN
☐ Contracts
☐ Business
☐ Marriage and divorce
☐ Employer and employee
☐ Buying and selling
☐ Agency contracts
☐ Bailment contracts
■ CIVIL LAWS
☐ Rights to protect himself and his property
☐ Auto accidents
☐ Injuries "on the job"
☐ Injury to property
☐ Injury to personal liberty
☐ Unlawful arrest
☐ Threat by assualt
☐ False imprisonment
☐ Injury to reputation through libel or slander

Students Name ________________

Level ________________

Skills Check in Socials and citizenship

Students Name ____________

Level ____________

Occupational and Educational Opportunities

- GETTING ACQUAINTED
- Getting to know each other
- Jobs we can do
- JOBS OF TODAY
- Specific development
- Importance of new job skills
- Training and re-training
- EMPLOYMENT SERVICES
- Use of public agencies
- Varied services of private agencies
- EMPLOYMENT INTERVIEWS
- Why interview
- Interview preparation
- Interview behavior
- PREPARING JOB APPLICATION BLANKS
- Purpose
- General information on job application
- Specific information
- Job application
- Employment agency application
- Social security number application

- GETTING ALONG ON THE JOB
- Doing the job
- Developing good work habits
- Working with others
- RESPONSIBILITIES ON THE JOB
- Qualities that succeed on the job
- Accepting job responsibilities
- Moving ahead on the job
- Vocational
- Occupational
- Educational

■ SCIENCE
☐ Weather and climate
☐ Environmental influences
☐ Weather hazards
☐ Forecasting weather
☐ Precipitation
■ WATER PURIFICATION AND SOLVENTS
☐ Distillation
☐ Chlorination
☐ Filtration
☐ Boiling
☐ Recognition of polluted water
■ SOLVENTS
☐ Acetone
☐ Gasoline
☐ Turpentine
☐ Vinegar
■ EARTH FORMATION
☐ Rocks and minerals
☐ Oil and gas
☐ Timber
☐ Water
■ THE FIVE SENSES
☐ Sight
☐ Hearing
☐ Smell
☐ Taste
☐ Touch
■ SIMPLE MACHINES
☐ Lever
☐ Inclined plane
☐ Pulley
☐ Wheel and axle
☐ Wedge
☐ Screw
☐ Compass
☐ Terminology in electricity
■ HEALTH
☐ Cleanliness
☐ Hair
☐ Nails
☐ Proper bath
☐ Halitosis
☐ Clothing
☐ House
☐ Yard
☐ Disposal of garbage
☐ Pest control
☐ Care of eyes
☐ Ears
☐ Teeth
☐ Feet
☐ Skin
■ BASIC FOODS
☐ Balanced diet
☐ Milk
☐ Meat
☐ Vegetables and fruits
☐ Bread and cereal groups
☐ Recognition of spoiled food
☐ Meal planning
☐ Nutritional control
■ HEALTH NEEDS
☐ Inoculation
☐ Measles
☐ Polio
☐ Mumps
☐ Diptheria
☐ Small pox
☐ Tetanus
☐ Whooping cough
☐ Colds and flu
■ PERIODIC CHECK-UPS
☐ Cancer
☐ Tuberculosis
☐ Blood count
☐ Venereal disease
☐ Superstitions
☐ "Old wives tales"
☐ Home remedies (good and bad)
☐ Healers
☐ Prescriptions
☐ Patent medicines
☐ Other people's medicines
■ INSECT AND REPTILE HAZARDS
☐ Spiders
☐ Ticks
☐ Snakes
☐ Scorpions
☐ Mosquitoes
☐ Lice
■ BIRTH CONTROL
☐ Health hazards
☐ Reading labels and directions
☐ Storing
☐ Identifying dangerous symbols
☐ Using drugs and medicines
☐ Using inflammables safely
☐ Handling electrical appliances
☐ Water dangers
☐ Recreational
☐ Water purification
☐ Household pets
☐ Dogs (rabies)
☐ Cats (ringworms & rabies)
☐ Rabbits (encephalitis)
■ OCCUPATIONAL HAZARDS
☐ Tools
☐ Machinery
☐ Recognize insecticides
☐ Decontamination of vegetables
☐ Exposure to insecticides
■ COMMUNITY HAZARDS
☐ Drainage
☐ Street conditions
☐ Power lines and plants
☐ Railroad crossings
☐ Abandoned buildings

Students Name ____________________

Level ____________________

Skills check in Science and Health

Name ______ Sex: M F Telephone ______
(Last) (First) (Middle)

Address ______ Birthdate ______

HEALTH MISCELLANEOUS

Vision ______ Citizen: Yes No ______ Transportation: ______

Hearing ______ Driver's License: Yes No ______ Ethnic Origin: ______

No. Visits to Doctor/Yr. ______ Automobile: Yes No ______ Employment: FT PT None ______

______ Registered to Vote: Yes No ______ Time on Job: ______

______ Subscriptions: Paper Magazine Other ______ Radio TV ______

______ Who Informed You of ABE: ______

FAMILY ENVIRONMENT

Marital Status ______ Spouse's Name ______ His (Her) Occupation ______

Children: Number ______ Ages ______ No. in School ______

Enrollment Date ______ Termination Date ______

Reason for Termination ______

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ jrs.

Students Name ____________________

Level ____________________

Skills Check ____________________

Communication ____________________

The sentence
Abbreviations
Contractions
Syllabication
Parts of speech
Classification of sentences
Structure and sentence build.
DICTIONARY STUDY
Prefixes
Suffixes
Pronunciation
Synonyms
Antonyms
Homonyms
Definitions
Spelling
OUTLINING
PARAGRAPH WRITING
LETTER WRITING
JOB APPLICATIONS
LISTENING
For main ideas
For meaning
For following directions
For developing correct usage
For intonation and accentua.
SPEAKING
Group discussion
Informal conversation
Vocabulary study
Oral reports
Job interviews
READING
Locating information
Comprehension

Pronunciation, enunciation
Job Interview
READING
Vocabulary development
Locating information
Dictionary
Directories
Catalogs
Maps
Graphs and charts
Reference materials
Comprehension
Discrimination
Tone and mood of writer
Quality of expression
Inferences and assumptions
Facts and opinions
Judgments
Imagery
WRITING
Improvement of cursive writing
Composition
Sentence construction
Paragraph development
Topic sentence
Supporting details
Grammar
Parts of speech
Verb usage
Punctuation
Commas
Quotation marks
Spelling
Capitalization
Contractions
Abbreviations
Syllabication
Income tax short forms
Job Applications
LEVEL III

LISTENING
Listening for meaning
Following directions
Listening for main ideas
Sound discrimination
Intonation and accentuation
PRONOUNCING (phonology)
Indicate sounds
English vowels
English consonants
English dipthongs
Clusters of sounds
Sounds to letter correspondance
International patterns
Stress pitch levels
Phrase terminations-rhythm
English speech contrasted
Teaching problem sounds
SPEAKING
Informal conversation
Question and answer
Vocabulary study
Vocabulary building
Locating information
Comprehension
Reading manuscript
WRITING
Motor skills
Cursive writing
Composition
Tracing
Copying
Capitalization
Spelling
Punctuation
LEVEL II
LISTENING
Following directions
Main ideas
Meaning
Usage
Intonation and accentuation
SPEAKING
Informal Conversation
Vocabulary
Group discussion
Oral reports

NUMBER THEORY
Greater than
Less than
RECOGNIZE, WRITE, AND USE NUMBERS
0-9
10-100
Place value
Interpret written numbers into numerals
Interpret numerals into written words
ADDITION
One digit numbers both vertical and horizontal
Two digit numbers
Two digit numbers - regrouping - vertical and horizontal
Three rows of three digit numbers
Four digit numbers
Columnar addition
SUBTRACTION
One digit numbers both vertical and horizontal
Two digit numbers and checking
Two digit numbers and regrouping
Three digit numbers
Four digit numbers
MULTIPLICATION
One digit numbers
Three digits by one digit no carrying
Three by one digit - including carrying
Dollars by one digit
Three digits by two digits
Three digits by
DIVISION
One digit numbers
Two digits by one digit - no remainder
One-two digit dividends by one digit divisor - remainder
Three digits by two digits

INTERPRETING WORD PROBLEMS
Student written problems
Word problems with simple addition
Word problems with subtraction
Word problems with addition and subtraction
Word problems with multiplication
Word problems with division
Word problems combining operations
FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
Speed
Time
Distance
GEOMETRY
Location of places by number
Area and square units: squares, rectangles, and triangles
Volume
Circles - area and circumference
FRACTIONS
Greater than and less than
Addition and subtraction of like fractions
Multiplication
Division
Addition and subtraction of unlike fractions and mixed numbers
Mixed operations
Fractional and mixture problems
DECIMALS
Read and write decimals
Change fractions to decimals and decimals to fractions
Addition
Subtractions
Multiplication
Division

PERCENT
Read and write percent
Change percents to decimals and decimals to fractions
Find what percent one number is of another
Percents larger than 100
Find a number of which a percent is given
CONSUMER BUYING
Installment buying
Budgeting including income and fixed expenses
Values in purchasing
Time, as related to earning power, workday, time clock, and time and a half overtime
Discount prices
Taxes
Profit and loss
GED PREPARATION
Squares and square root
Series arithmetic, geometric miscellaneous
Addition and subtractions of monomials and binomials
Factoring binomials and trinomials
Quadratic formula
Logarithms, base ten, use of tables
GED preparation (con't)
Ratio and proportion
Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
Parallel lines, transversals and parallelograms
Area of a trapezoid
Circles - chords and arcs

Students Name ______

Level ______

Skills check in Mathematics

Students Name ____________________

Level ____________________

Skills Check in Socials and citizenship

- ☐ Protection of accused
- ☐ Rights of accused persons
- ☐ Trial by jury
- ☐ No excessive fines or cruel punishment
- ☐ Protection of minority groups
- ☐ Right to vote
- ■ THREE TYPES OF LAW
- ☐ Common law
- ☐ Statutory law
- ☐ Administrative law
- ☐ HOW LAW AFFECTS THE CITIZEN
- ☐ Contracts
- ☐ Business
- ☐ Marriage and divorce
- ☐ Employer and employee
- ☐ Buying and selling
- ☐ Agency contracts
- ☐ Bailment contracts
- ■ CIVIL LAWS
- ☐ Rights to protect himself and his property
- ☐ Auto accidents
- ☐ Injuries "on the job"
- ☐ Injury to property
- ☐ Injury to personal liberty
- ☐ Unlawful arrest
- ☐ Threat by assualt
- ☐ False imprisonment
- ☐ Injury to reputation through libel or slander

- ■ CITIZEN'S LEGAL RESPONSIBILITIES
- ☐ Community
- ☐ State
- ☐ Nation
- ☐ Need for taxation at all levels
- ■ COMMUNITY SERVICE
- ☐ Police department
- ☐ Fire department
- ☐ Water department
- ☐ Sanitation department
- ☐ Streets and maintenance department
- ☐ Zoning of city
- ☐ Libraries within the city or county
- ☐ Parks
- ☐ Social security, medicare, A.D.C.
- ☐ Civil defense
- ☐ Military services
- ☐ Public education, including adult education
- ☐ Federal and state highways
- ☐ National and state parks
- ☐ Federal, state, and community administration
- ■ CITIZEN'S LEGAL RIGHTS
- ☐ The bill of rights
- ☐ Freedom of religion
- ☐ Press
- ☐ Speech
- ☐ Assembly
- ☐ Petition
- ☐ The right to bear arms
- ☐ Freedom from search

- ■ CONCEPTS, SERVICE TO COMMUNITY
- ☐ Volunteer fireman
- ☐ Volunteer policeman
- ☐ Public office
- ☐ Community projects
- ☐ Health and welfare
- ☐ Recreation leaders
- ■ SERVICE TO STATE AND NATION
- ☐ Jury duty
- ☐ Public office
- ☐ Voting
- ■ CONCEPTS, BECOMING AN AMERICAN
- ☐ Preparing for the naturalization
- ☐ Literary requirements
- ☐ Applying for citizenship
- ☐ Filing for citizenship
- ☐ Taking the naturalization test
- ☐ Oath of allegiance
- ☐ Continuing citizenship obligations
- ☐ Concepts, organization of government
- ☐ Local
- ☐ State
- ☐ Federal
- ☐ Welfare services
- ☐ Social security
- ☐ Medicare
- ☐ Education
- ☐ Health
- ■ SOURCES OF REVENUE
- ☐ Local
- ☐ State
- ☐ Federal government
- ■ RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
- ☐ Executive
- ☐ Judicial
- ☐ Legislative

■ GETTING ACQUAINTED
☐ Getting to know each other
☐ Jobs we can do
■ JOBS OF TODAY
☐ Specific development
☐ Importance of new job skills
☐ Training and re-training
■ EMPLOYMENT SERVICES
☐ Use of public agencies
☐ Varied services of private agencies
■ EMPLOYMENT INTERVIEWS
☐ Why interview
☐ Interview preparation
☐ Interview behavior
■ PREPARING JOB APPLICATION BLANKS
☐ Purpose
☐ General information on job application
☐ Specific information
☐ Job application
☐ Employment agency application
☐ Social security number application

■ GETTING ALONG ON THE JOB
☐ Doing the job
☐ Developing good work habits
☐ Working with others
■ RESPONSIBILITIES ON THE JOB
☐ Qualities that succeed on the job
☐ Accepting job responsibilities
☐ Moving ahead on the job
☐ Vocational
☐ Occupational
☐ Educational

Students Name ______________

Level ______________

Occupational and Educational Opportunities

Students Name ______

Level ______

Skills check in Science and Health ______

- ■ SCIENCE
- ☐ Weather and climate
- ☐ Environmental influences
- ☐ Weather hazards
- ☐ Forecasting weather
- ☐ Precipitation
- ■ WATER PURIFICATION AND SOLVENTS
- ☐ Distillation
- ☐ Chlorination
- ☐ Filtration
- ☐ Boiling
- ☐ Recognition of polluted water
- ■ SOLVENTS
- ☐ Acetone
- ☐ Gasoline
- ☐ Turpentine
- ☐ Vinegar
- ■ EARTH FORMATION
- ☐ Rocks and minerals
- ☐ Oil and gas
- ☐ Timber
- ☐ Water
- ■ THE FIVE SENSES
- ☐ Sight
- ☐ Hearing
- ☐ Smell
- ☐ Taste
- ☐ Touch
- ■ SIMPLE MACHINES
- ☐ Lever
- ☐ Inclined plane
- ☐ Pulley
- ☐ Wheel and axle
- ☐ Wedge
- ☐ Screw
- ☐ Compass
- ☐ Terminology in electricity
- ■ HEALTH
- ☐ Cleanliness
- ☐ Hair
- ☐ Nails

- ☐ Proper bath
- ☐ Halitosis
- ☐ Clothing
- ☐ House
- ☐ Yard
- ☐ Disposal of garbage
- ☐ Pest control
- ☐ Care of eyes
- ☐ Ears
- ☐ Teeth
- ☐ Feet
- ☐ Skin
- ■ BASIC FOODS
- ☐ Balanced diet
- ☐ Milk
- ☐ Meat
- ☐ Vegetables and fruits
- ☐ Bread and cereal groups
- ☐ Recognition of spoiled food
- ☐ Meal planning
- ☐ Nutritional control
- ■ HEALTH NEEDS
- ☐ Inoculation
- ☐ Measles
- ☐ Polio
- ☐ Mumps
- ☐ Diptheria
- ☐ Small pox
- ☐ Tetanus
- ☐ Whooping cough
- ☐ Colds and flu
- ■ PERIODIC CHECK-UPS
- ☐ Cancer
- ☐ Tuberculosis
- ☐ Blood count
- ☐ Venereal disease
- ☐ Superstitions
- ☐ "Old wives tales"
- ☐ Home remedies (good and bad)
- ☐ Healers
- ☐ Prescriptions
- ☐ Patent medicines
- ☐ Other people's medicines
- ■ INSECT AND REPTILE HAZARDS

- ☐ Spiders
- ☐ Ticks
- ☐ Snakes
- ☐ Scorpions
- ☐ Mosquitoes
- ☐ Lice
- ■ BIRTH CONTROL
- ☐ Health hazards
- ☐ Reading labels and directions
- ☐ Storing
- ☐ Identifying dangerous symbols
- ☐ Using drugs and medicines
- ☐ Using inflammables safely
- ☐ Handling electrical appliances
- ☐ Water dangers
- ☐ Recreational
- ☐ Water purification
- ☐ Household pets
- ☐ Dogs (rabies)
- ☐ Cats (ringworms & rabies)
- ☐ Rabbits (encephalitis)
- ■ OCCUPATIONAL HAZARDS
- ☐ Tools
- ☐ Machinery
- ☐ Recognize insecticides
- ☐ Decontamination of vegetables
- ☐ Exposure to insecticides
- ■ COMMUNITY HAZARDS
- ☐ Drainage
- ☐ Street conditions
- ☐ Power lines and plants
- ☐ Railroad crossings
- ☐ Abandoned buildings

Name ______________________________ Sex: M F Telephone ______
(Last) (First) (Middle)

Address ______________________________ Birthdate ______

HEALTH

Vision ______

Hearing ______

No. Visits to Doctor/Yr. ______

MISCELLANEOUS

Citizen: Yes No

Driver's License: Yes No

Automobile: Yes No

Registered to Vote: Yes No

Subscriptions: Paper Magazine Other

Who Informed You of ABE: ______

Transportation: ______

Ethnic Origin: ______

Employment: FT PT None

Time on Job: ______

Radio TV

FAMILY ENVIRONMENT

Marital Status ______ Spouse's Name ______ His (Her) Occupation ______

Children: Number ______ Ages ______ No. in School ______

Enrollment Date ______ Termination Date ______

Reason for Termination ______

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ jrs.

Students Name ____________

Level ____________

Skills Check ____________

Communication ____________

☐ The sentence
☐ Abbreviations
☐ Contractions
☐ Syllabication
☐ Parts of speech
☐ Classification of sentences
☐ Structure and sentence build.
■ DICTIONARY STUDY
☐ Prefixes
☐ Suffixes
☐ Pronunciation
☐ Synonyms
☐ Antonyms
☐ Homonyms
☐ Definitions
☐ Spelling
■ OUTLINING
■ PARAGRAPH WRITING
■ LETTER WRITING
■ JOB APPLICATIONS
☐ LISTENING
☐ For main ideas
☐ For meaning
☐ For following directions
☐ For developing correct usage
☐ For intonation and accentua.
■ SPEAKING
☐ Group discussion
☐ Informal conversation
☐ Vocabulary study
☐ Oral reports
☐ Job interviews
■ READING
☐ Locating information
☐ Comprehension

☐ Pronunciation, enunciation
☐ Job Interview
■ READING
☐ Vocabulary development
☐ Locating information
☐ Dictionary
☐ Directories
☐ Catalogs
☐ Maps
☐ Graphs and charts
☐ Reference materials
☐ Comprehension
☐ Discrimination
☐ Tone and mood of writer
☐ Quality of expression
☐ Inferences and assumptions
☐ Facts and opinions
☐ Judgments
☐ Imagery
■ WRITING
☐ Improvement of cursive writing
☐ Composition
☐ Sentence construction
☐ Paragraph development
☐ Topic sentence
☐ Supporting details
☐ Grammar
☐ Parts of speech
☐ Verb usage
☐ Punctuation
☐ Commas
☐ Quotation marks
☐ Spelling
☐ Capitalization
☐ Contractions
☐ Abbreviations
☐ Syllabication
☐ Income tax short forms
☐ Job Applications
■ LEVEL III

■ LISTENING
☐ Listening for meaning
☐ Following directions
☐ Listening for main ideas
☐ Sound discrimination
☐ Intonation and accentuation
■ PRONOUNCING (phonology)
☐ Indicate sounds
☐ English vowels
☐ English consonants
☐ English dipthongs
☐ Clusters of sounds
☐ Sounds to letter correspondance
☐ International patterns
☐ Stress pitch levels
☐ Phrase terminations-rhythm
☐ English speech contrasted
☐ Teaching problem sounds
■ SPEAKING
☐ Informal conversation
☐ Question and answer
☐ Vocabulary study
☐ Vocabulary building
☐ Locating information
☐ Comprehension
☐ Reading manuscript
■ WRITING
☐ Motor skills
☐ Cursive writing
☐ Composition
☐ Tracing
☐ Copying
☐ Capitalization
☐ Spelling
☐ Punctuation
■ LEVEL II
■ LISTENING
☐ Following directions
☐ Main ideas
☐ Meaning
☐ Usage
☐ Intonation and accentuation
■ SPEAKING
☐ Informal Conversation
☐ Vocabulary
☐ Group discussion
☐ Oral reports

■ NUMBER THEORY
☐ Greater than
☐ Less than
☐ RECOGNIZE, WRITE, AND USE NUMBERS
☐ 0-9
☐ 10-100
☐ Place value
☐ Interpret written numbers into numerals
☐ Interpret numerals into written words
■ ADDITION
☐ One digit numbers both vertical and horizontal
☐ Two digit numbers
☐ Two digit numbers - regrouping - vertical and horizontal
☐ Three rows of three digit numbers
☐ Four digit numbers
☐ Columnar addition
■ SUBTRACTION
☐ One digit numbers both vertical and horizontal
☐ Two digit numbers and checking
☐ Two digit numbers and regrouping
☐ Three digit numbers
☐ Four digit numbers
■ MULTIPLICATION
☐ One digit numbers
☐ Three digits by one digit no carrying
☐ Three by one digit - including carrying
☐ Dollars by one digit
☐ Three digits by two digits
☐ Three digits by
■ DIVISION
☐ One digit numbers
☐ Two digits by one digit - no remainder
☐ One-two digit dividends by one digit divisor - remainder
☐ Three digits by two digits

■ INTERPRETING WORD PROBLEMS
☐ Student written problems
☐ Word problems with simple addition
☐ Word problems with subtraction
☐ Word problems with addition and subtraction
☐ Word problems with multiplication
☐ Word problems with division
☐ Word problems combining operations
■ FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
☐ Speed
☐ Time
☐ Distance
■ GEOMETRY
☐ Location of places by number
☐ Area and square units: squares, rectangles, and triangles
☐ Volume
☐ Circles - area and circumference
■ FRACTIONS
☐ Greater than and less than
☐ Addition and subtraction of like fractions
☐ Multiplication
☐ Division
☐ Addition and subtraction of unlike fractions and mixed numbers
☐ Mixed operations
☐ Fractional and mixture pro-
■ DECIMALS
☐ Read and write decimals
☐ Change fractions to decimals and decimals to fractions
☐ Addition
☐ Subtractions
☐ Multiplication
☐ Division

■ PERCENT
☐ Read and write percent
☐ Change percents to decimals and decimals to fractions
☐ Find what percent one number is of another
☐ Percents larger than 100
☐ Find a number of which a percent is given
■ CONSUMER BUYING
☐ Installment buying
☐ Budgeting including income and fixed expenses
☐ Values in purchasing
☐ Time, as related to earning power, workday, time clock, and time and a half overtime
☐ Discount prices
☐ Taxes
☐ Profit and loss
■ GED PREPARATION
☐ Squares and square root
☐ Series arithmetic, geometric miscellaneous
☐ Addition and subtractions of monomials and binomials
☐ Factoring binomials and trinomials
☐ Quadratic formula
☐ Logarithms, base ten, use of tables
☐ GED preparation (con't)
☐ Ratio and proportion
☐ Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
☐ Parallel lines, transversals and parallelograms
☐ Area of a trapezoid
☐ Circles - chords and arcs

Students Name ____________

Level ____________

Skills check in Mathematics

☐ Protection of accused
☐ Rights of accused persons
☐ Trial by jury
☐ No excessive fines or cruel punishment
☐ Protection of minority groups
☐ Right to vote
■ THREE TYPES OF LAW
☐ Common law
☐ Statutory law
☐ Administrative law
☐ HOW LAW AFFECTS THE CITIZEN
☐ Contracts
☐ Business
☐ Marriage and divorce
☐ Employer and employee
☐ Buying and selling
☐ Agency contracts
☐ Bailment contracts
■ CIVIL LAWS
☐ Rights to protect himself and his property
☐ Auto accidents
☐ Injuries "on the job"
☐ Injury to property
☐ Injury to personal liberty
☐ Unlawful arrest
☐ Threat by assualt
☐ False imprisonment
☐ Injury to reputation through libel or slander

■ CITIZEN'S LEGAL RESPONSIBILITIES
☐ Community
☐ State
☐ Nation
☐ Need for taxation at all levels
■ COMMUNITY SERVICE
☐ Police department
☐ Fire department
☐ Water department
☐ Sanitation department
☐ Streets and maintenance department
☐ Zoning of city
☐ Libraries within the city or county
☐ Parks
☐ Social security, medicare, A.D.C.
☐ Civil defense
☐ Military services
☐ Public education, including adult education
☐ Federal and state highways
☐ National and state parks
☐ Federal, state, and community administration
■ CITIZEN'S LEGAL RIGHTS
☐ The bill of rights
☐ Freedom of religion
☐ Press
☐ Speech
☐ Assembly
☐ Petition
☐ The right to bear arms
☐ Freedom from search

■ CONCEPTS, SERVICE TO COMMUNITY
☐ Volunteer fireman
☐ Volunteer policeman
☐ Public office
☐ Community projects
☐ Health and welfare
☐ Recreation leaders
■ SERVICE TO STATE AND NATION
☐ Jury duty
☐ Public Office
☐ Voting
■ CONCEPTS, BECOMING AN AMERICAN
☐ Preparing for the naturalization
☐ Literary requirements
☐ Applying for citizenship
☐ Filing for citizenship
☐ Taking the naturalization test
☐ Oath of allegiance
☐ Continuing citizenship obligations
☐ Concepts, organization of government
☐ Local
☐ State
☐ Federal
☐ Welfare services
☐ Social security
☐ Medicare
☐ Education
☐ Health
■ SOURCES OF REVENUE
☐ Local
☐ State
☐ Federal government
■ RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
☐ Executive
☐ Judicial
☐ Legislative

Students Name ____________

Level ____________

Skills Check in Socials and citizenship

GETTING ACQUAINTED
Getting to know each other
Jobs we can do
JOBS OF TODAY
Specific development
Importance of new job skills
Training and re-training
EMPLOYMENT SERVICES
Use of public agencies
Varied services of private agencies
EMPLOYMENT INTERVIEWS
Why interview
Interview preparation
Interview behavior
PREPARING JOB APPLICATION BLANKS
Purpose
General information on job application
Specific information
Job application
Employment agency application
Social security number application

GETTING ALONG ON THE JOB
Doing the job
Developing good work habits
Working with others
RESPONSIBILITIES ON THE JOB
Qualities that succeed on the job
Accepting job responsibilities
Moving ahead on the job
Vocational
Occupational
Educational

Students Name ______

Level ______

Occupational and Educational Opportunities ______

■ SCIENCE
☐ Weather and climate
☐ Environmental influences
☐ Weather hazards
☐ Forecasting weather
☐ Precipitation
■ WATER PURIFICATION AND
■ SOLVENTS
☐ Distillation
☐ Chlorination
☐ Filtration
☐ Boiling
☐ Recognition of polluted
☐ water
■ SOLVENTS
☐ Acetone
☐ Gasoline
☐ Turpentine
☐ Vinegar
■ EARTH FORMATION
☐ Rocks and minerals
☐ Oil and gas
☐ Timber
☐ Water
■ THE FIVE SENSES
☐ Sight
☐ Hearing
☐ Smell
☐ Taste
☐ Touch
■ SIMPLE MACHINES
☐ Lever
☐ Inclined plane
☐ Pulley
☐ Wheel and axle
☐ Wedge
☐ Screw
☐ Compass
☐ Terminology in electricity
■ HEALTH
☐ Cleanliness
☐ Hair
☐ Nails
☐ Proper bath
☐ Halitosis
☐ Clothing
☐ House
☐ Yard
☐ Disposal of garbage
☐ Pest control
☐ Care of eyes
☐ Ears
☐ Teeth
☐ Feet
☐ Skin
■ BASIC FOODS
☐ Balanced diet
☐ Milk
☐ Meat
☐ Vegetables and fruits
☐ Bread and cereal groups
☐ Recognition of spoiled food
☐ Meal planning
☐ Nutritional control
■ HEALTH NEEDS
☐ Inoculation
☐ Measles
☐ Polio
☐ Mumps
☐ Diptheria
☐ Small pox
☐ Tetanus
☐ Whooping cough
☐ Colds and flu
■ PERIODIC CHECK-UPS
☐ Cancer
☐ Tuberculosis
☐ Blood count
☐ Venereal disease
☐ Superstitions
☐ "Old wives tales"
☐ Home remedies (good and bad)
☐ Healers
☐ Prescriptions
☐ Patent medicines
☐ Other people's medicines
■ INSECT AND REPTILE HAZARDS
☐ Spiders
☐ Ticks
☐ Snakes
☐ Scorpions
☐ Mosquitoes
☐ Lice
■ BIRTH CONTROL
☐ Health hazards
☐ Reading labels and direc-
☐ Storing
☐ Identifying dangerous symbols
☐ Using drugs and medicines
☐ Using inflammables safely
☐ Handling electrical appliances
☐ Water dangers
☐ Recreational
☐ Water purification
☐ Household pets
☐ Dogs (rabies)
☐ Cats (ringworms & rabies)
☐ Rabbits (encephalitis)
■ OCCUPATIONAL HAZARDS
☐ Tools
☐ Machinery
☐ Recognize insecticides
☐ Decontamination of vegetables
☐ Exposure to insecticides
■ COMMUNITY HAZARDS
☐ Drainage
☐ Street conditions
☐ Power lines and plants
☐ Railroad crossings
☐ Abandoned buildings

Students Name ____________

Level ____________

Skills check in Science and Health

Name ______ Sex: M F Telephone ______
(Last) (First) (Middle)

Address ______ Birthdate ______

HEALTH

Vision ______

Hearing ______

No. Visits to Doctor/Yr. ______

MISCELLANEOUS

Citizen: Yes No

Driver's License: Yes No

Automobile: Yes No

Registered to Vote: Yes No

Subscriptions: Paper Magazine Other Radio TV

Who Informed You of ABE: ______

Transportation: ______

Ethnic Origin: ______

Employment: FT PT None

Time on Job: ______

FAMILY ENVIRONMENT

Marital Status ______ Spouse's Name ______ His (Her) Occupation ______

Children: Number ______ Ages ______ No. in School ______

Enrollment Date ______ Termination Date ______

Reason for Termination ______

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ jrs.

LISTENING
Listening for meaning
Following directions
Listening for main ideas
Sound discrimination
Intonation and accentuation
PRONOUNCING (phonology)
Indicate sounds
English vowels
English consonants
English dipthongs
Clusters of sounds
Sounds to letter correspondance
International patterns
Stress pitch levels
Phrase terminations-rhythm
English speech contrasted
Teaching problem sounds
SPEAKING
Informal conversation
Question and answer
Vocabulary study
Vocabulary building
Locating information
Comprehension
Reading manuscript
WRITING
Motor skills
Cursive writing
Composition
Tracing
Copying
Capitalization
Spelling
Punctuation
LEVEL II
LISTENING
Following directions
Main ideas
Meaning
Usage
Intonation and accentuation
SPEAKING
Informal Conversation
Vocabulary
Group discussion
Oral reports

Pronunciation, enunciation
Job Interview
READING
Vocabulary development
Locating information
Dictionary
Directories
Catalogs
Maps
Graphs and charts
Reference materials
Comprehension
Discrimination
Tone and mood of writer
Quality of expression
Inferences and assumptions
Facts and opinions
Judgments
Imagery
WRITING
Improvement of cursive writing
Composition
Sentence construction
Paragraph development
Topic sentence
Supporting details
Grammar
Parts of speech
Verb usage
Punctuation
Commas
Quotation marks
Spelling
Capitalization
Contractions
Abbreviations
Syllabications
Income tax short forms
Job Applications
LEVEL III

The sentence
Abbreviations
Contractions
Syllabication
Parts of speech
Classification of sentences
Structure and sentence build.
DICTIONARY STUDY
Prefixes
Suffixes
Pronunciation
Synonyms
Antonyms
Homonyms
Definitions
Spelling
OUTLINING
PARAGRAPH WRITING
LETTER WRITING
JOB APPLICATIONS
LISTENING
For main ideas
For meaning
For following directions
For developing correct usage
For intonation and accentua.
SPEAKING
Group discussion
Informal conversation
Vocabulary study
Oral reports
Job interviews
READING
Locating information
Comprehension

Students Name ____________________

Level ____________________

Skills Check ____________________

Communication ____________________

NUMBER THEORY
Greater than
Less than
RECOGNIZE, WRITE, AND USE NUMBERS
0-9
10-100
Place value
Interpret written numbers into numerals
Interpret numerals into written words
ADDITION
One digit numbers both vertical and horizontal
Two digit numbers
Two digit numbers - regrouping - vertical and horizontal
Three rows of three digit numbers
Four digit numbers
Columnar addition
SUBTRACTION
One digit numbers both vertical and horizontal
Two digit numbers and checking
Two digit numbers and regrouping
Three digit numbers
Four digit numbers
MULTIPLICATION
One digit numbers
Three digits by one digit no carrying
Three by one digit - including carrying
Dollars by one digit
Three digits by two digits
Three digits by
DIVISION
One digit numbers
Two digits by one digit - no remainder
One-two digit dividends by one digit divisor - remainder
Three digits by two digits

INTERPRETING WORD PROBLEMS
Student written problems
Word problems with simple addition
Word problems with subtraction
Word problems with addition and subtraction
Word problems with multiplication
Word problems with division
Word problems combining operations
FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
Speed
Time
Distance
GEOMETRY
Location of places by number
Area and square units: squares, rectangles, and triangles
Volume
Circles - area and circumference
FRACTIONS
Greater than and less than
Addition and subtraction of like fractions
Multiplication
Division
Addition and subtraction of unlike fractions and mixed numbers
Mixed operations
Fractional and mixture pro-
DECIMALS
Read and write decimals
Change fractions to decimals and decimals to fractions
Addition
Subtractions
Multiplication
Division

PERCENT
Read and write percent
Change percents to decimals and decimals to fractions
Find what percent one number is of another
Percents larger than 100
Find a number of which a percent is given
CONSUMER BUYING
Installment buying
Budgeting including income and fixed expenses
Values in purchasing
Time, as related to earning power, workday, time clock, and time and a half overtime
Discount prices
Taxes
Profit and loss
GED PREPARATION
Squares and square root
Series arithmetic, geometric miscellaneous
Addition and subtractions of monomials and binomials
Factoring binomials and trinomials
Quadratic formula
Logarithms, base ten, use of tables
GED preparation (con't)
Ratio and proportion
Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
Parallel lines, transversals and parallelograms
Area of a trapezoid
Circles - chords and arcs

Students Name ____________

Level ____________

Skills check in Mathematics

CONCEPTS, SERVICE TO COMMUNITY
Volunteer fireman
Volunteer policeman
Public office
Community projects
Health and welfare
Recreation leaders
SERVICE TO STATE AND NATION
Jury duty
Public Office
Voting
CONCEPTS, BECOMING AN AMERICAN
Preparing for the naturalization
Literary requirements
Applying for citizenship
Filing for citizenship
Taking the naturalization test
Oath of allegiance
Continuing citizenship obligations
Concepts, organization of government
Local
State
Federal
Welfare services
Social security
Medicare
Education
Health
SOURCES OF REVENUE
Local
State
Federal government
RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
Executive
Judicial
Legislative

CITIZEN'S LEGAL RESPONSIBILITIES
Community
State
Nation
Need for taxation at all levels
COMMUNITY SERVICE
Police department
Fire department
Water department
Sanitation department
Streets and maintenance department
Zoning of city
Libraries within the city or county
Parks
Social security, medicare, A.D.C.
Civil defense
Military services
Public education, including adult education
Federal and state highways
National and state parks
Federal, state, and community administration
CITIZEN'S LEGAL RIGHTS
The bill of rights
Freedom of religion
Press
Speech
Assembly
Petition
The right to bear arms
Freedom from search

Protection of accused
Rights of accused persons
Trial by jury
No excessive fines or cruel punishment
Protection of minority groups
Right to vote
THREE TYPES OF LAW
Common law
Statutory law
Administrative law
HOW LAW AFFECTS THE CITIZEN
Contracts
Business
Marriage and divorce
Employer and employee
Buying and selling
Agency contracts
Bailment contracts
CIVIL LAWS
Rights to protect himself and his property
Auto accidents
Injuries "on the job"
Injury to property
Injury to personal liberty
Unlawful arrest
Threat by assualt
False imprisonment
Injury to reputation through libel or slander

Students Name ____________________

Level ____________________

Skills Check in Socials and citizenship

GETTING ACQUAINTED	Getting to know each other	Jobs we can do	JOBS OF TODAY	Specific development	Importance of new job skills	Training and re-training	EMPLOYMENT SERVICES	Use of public agencies	Varied services of private agencies	EMPLOYMENT INTERVIEWS	Why interview	Interview preparation	Interview behavior	PREPARING JOB APPLICATION BLANKS	Purpose	General information on job application	Specific information	Job application	Employment agency application	Social security number application

GETTING ALONG ON THE JOB	Doing the job	Developing good work habits	Working with others	RESPONSIBILITIES ON THE JOB	Qualities that succeed on the job	Accepting job responsibilities	Moving ahead on the job	Vocational	Occupational	Educational

Students Name

Level

Occupational and Educational Opportunities

SCIENCE
Weather and climate
Environmental influences
Weather hazards
Forecasting weather
Precipitation
WATER PURIFICATION AND
SOLVENTS
Distillation
Chlorination
Filtration
Boiling
Recognition of polluted
water
SOLVENTS
Acetone
Gasoline
Turpentine
Vinegar
EARTH FORMATION
Rocks and minerals
Oil and gas
Timber
Water
THE FIVE SENSES
Sight
Hearing
Smell
Taste
Touch
SIMPLE MACHINES
Lever
Inclined plane
Pulley
Wheel and axle
Wedge
Screw
Compass
Terminology in electricity
HEALTH
Cleanliness
Hair
Nails

Proper bath
Halitosis
Clothing
House
Yard
Disposal of garbage
Pest control
Care of eyes
Ears
Teeth
Feet
Skin
BASIC FOODS
Balanced diet
Milk
Meat
Vegetables and fruits
Bread and cereal groups
Recognition of spoiled food
Meal planning
Nutritional control
HEALTH NEEDS
Inoculation
Measles
Polio
Mumps
Diptheria
Small pox
Tetanus
Whooping cough
Colds and flu
PERIODIC CHECK-UPS
Cancer
Tuberculosis
Blood count
Venereal disease
Superstitions
"Old wives tales"
Home remedies (good and bad)
Healers
Prescriptions
Patent medicines
Other people's medicines
INSECT AND REPTILE HAZARDS

Spiders
Ticks
Snakes
Scorpions
Mosquitoes
Lice
BIRTH CONTROL
Health hazards
Reading labels and directions
Storing
Identifying dangerous symbols
Using drugs and medicines
Using inflammables safely
Handling electrical appliances
Water dangers
Recreational
Water purification
Household pets
Dogs (rabies)
Cats (ringworms & rabies)
Rabbits (encephalitis)
OCCUPATIONAL HAZARDS
Tools
Machinery
Recognize insecticides
Decontamination of vegetables
Exposure to insecticides
COMMUNITY HAZARDS
Drainage
Street conditions
Power lines and plants
Railroad crossings
Abandoned buildings

Students Name ____________

Level ____________

Skills check in Science
and Health

Name (Last) (First) (Middle) Sex: M F Telephone

Address Birthdate

HEALTH

MISCELLANEOUS

Vision

Hearing

No. Visits to Doctor/Yr.

Citizen: Yes No

Driver's License: Yes No

Automobile: Yes No

Registered to Vote: Yes No

Subscriptions: Paper Magazine Other

Who Informed You of ABE:

Transportation:

Ethnic Origin:

Employment: FT PT None

Time on Job:

Radio TV

FAMILY ENVIRONMENT

Marital Status Spouse's Name His (Her) Occupation

Children: Number Ages No. in School

Enrollment Date Termination Date

Reason for Termination

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ jrs.

■ LISTENING
☐ Listening for meaning
☐ Following directions
☐ Listening for main ideas
☐ Sound discrimination
☐ Intonation and accentuation
■ PRONOUNCING (phonology)
☐ Indicate sounds
☐ English vowels
☐ English consonants
☐ English dipthongs
☐ Clusters of sounds
☐ Sounds to letter correspondande
☐ International patterns
☐ Stress pitch levels
☐ Phrase terminations-rhythm
☐ English speech contrasted
☐ Teaching problem sounds
■ SPEAKING
☐ Informal conversation
☐ Question and answer
☐ Vocabulary study
☐ Vocabulary building
☐ Locating information
☐ Comprehension
☐ Reading manuscript
■ WRITING
☐ Motor skills
☐ Cursive writing
☐ Composition
☐ Tracing
☐ Copying
☐ Capitalization
☐ Spelling
☐ Punctuation
■ LEVEL II
■ LISTENING
☐ Following directions
☐ Main ideas
☐ Meaning
☐ Usage
☐ Intonation and accentuation
■ SPEAKING
☐ Informal Conversation
☐ Vocabulary
☐ Group discussion
☐ Oral reports
☐ Pronunciation, enunciation
☐ Job Interview
■ READING
☐ Vocabulary development
☐ Locating information
☐ Dictionary
☐ Directories
☐ Catalogs
☐ Maps
☐ Graphs and charts
☐ Reference materials
☐ Comprehension
☐ Discrimination
☐ Tone and mood of writer
☐ Quality of expression
☐ Inferences and assumptions
☐ Facts and opinions
☐ Judgments
☐ Imagery
■ WRITING
☐ Improvement of cursive writing
☐ Composition
☐ Sentence construction
☐ Paragraph development
☐ Topic sentence
☐ Supporting details
☐ Grammar
☐ Parts of speech
☐ Verb usage
☐ Punctuation
☐ Commas
☐ Quotation marks
☐ Spelling
☐ Capitalization
☐ Contractions
☐ Abbreviations
☐ Syllabication
☐ Income tax short forms
☐ Job Applications
■ LEVEL III
☐ The sentence
☐ Abbreviations
☐ Contractions
☐ Syllabication
☐ Parts of speech
☐ Classification of sentences
☐ Structure and sentence build.
■ DICTIONARY STUDY
☐ Prefixes
☐ Suffixes
☐ Pronunciation
☐ Synonyms
☐ Antonyms
☐ Homonyms
☐ Definitions
☐ Spelling
■ OUTLINING
■ PARAGRAPH WRITING
■ LETTER WRITING
■ JOB APPLICATIONS
■ LISTENING
☐ For main ideas
☐ For meaning
☐ For following directions
☐ For developing correct usage
☐ For intonation and accentua.
■ SPEAKING
☐ Group discussion
☐ Informal conversation
☐ Vocabulary study
☐ Oral reports
☐ Job interviews
■ READING
☐ Locating information
☐ Comprehension

Students Name ____________

Level ____________

Skills Check ____________

Communication ____________

■ NUMBER THEORY
☐ Greater than
☐ Less than
☐ RECOGNIZE, WRITE, AND USE NUMBERS
☐ 0-9
☐ 10-100
☐ Place value
☐ Interpret written numbers into numerals
☐ Interpret numerals into written words
■ ADDITION
☐ One digit numbers both vertical and horizontal
☐ Two digit numbers
☐ Two digit numbers - regrouping - vertical and horizontal
☐ Three rows of three digit numbers
☐ Four digit numbers
☐ Columnar addition
■ SUBTRACTION
☐ One digit numbers both vertical and horizontal
☐ Two digit numbers and checking
☐ Two digit numbers and regrouping
☐ Three digit numbers
☐ Four digit numbers
■ MULTIPLICATION
☐ One digit numbers
☐ Three digits by one digit no carrying
☐ Three by one digit - including carrying
☐ Dollars by one digit
☐ Three digits by two digits
☐ Three digits by
■ DIVISION
☐ One digit numbers
☐ Two digits by one digit - no remainder
☐ One-two digit dividends by one digit divisor - remainder
☐ Three digits by two digits

■ INTERPRETING WORD PROBLEMS
☐ Student written problems
☐ Word problems with simple addition
☐ Word problems with subtraction
☐ Word problems with addition and subtraction
☐ Word problems with multiplication
☐ Word problems with division
☐ Word problems combining operations
■ FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
☐ Speed
☐ Time
☐ Distance
■ GEOMETRY
☐ Location of places by number
☐ Area and square units: squares, rectangles, and triangles
☐ Volume
☐ Circles - area and circumference
■ FRACTIONS
☐ Greater than and less than
☐ Addition and subtraction of like fractions
☐ Multiplication
☐ Division
☐ Addition and subtraction of unlike fractions and mixed numbers
☐ Mixed operations
☐ Fractional and mixture problems
■ DECIMALS
☐ Read and write decimals
☐ Change fractions to decimals and decimals to fractions
☐ Addition
☐ Subtractions
☐ Multiplication
☐ Division

■ PERCENT
☐ Read and write percent
☐ Change percents to decimals and decimals to fractions
☐ Find what percent one number is of another
☐ Percents larger than 100
☐ Find a number of which a percent is given
■ CONSUMER BUYING
☐ Installment buying
☐ Budgeting including income and fixed expenses
☐ Values in purchasing
☐ Time, as related to earning power, workday, time clock, and time and a half overtime
☐ Discount prices
☐ Taxes
☐ Profit and loss
■ GED PREPARATION
☐ Squares and square root
☐ Series arithmetic, geometric miscellaneous
☐ Addition and subtractions of monomials and binomials
☐ Factoring binomials and trinomials
☐ Quadratic formula
☐ Logarithms, base ten, use of tables
☐ GED preparation (con't)
☐ Ratio and proportion
☐ Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
☐ Parallel lines, transversals and parallelograms
☐ Area of a trapezoid
☐ Circles - chords and arcs

Students Name ____________

Level ____________

Skills check in Mathematics

■ CONCEPTS, SERVICE TO COMMUNITY
☐ Volunteer fireman
☐ Volunteer policeman
☐ Public office
☐ Community projects
☐ Health and welfare
☐ Recreation leaders
■ SERVICE TO STATE AND NATION
☐ Jury duty
☐ Public office
☐ Voting
■ CONCEPTS, BECOMING AN AMERICAN
☐ Preparing for the naturalization
☐ Literary requirements
☐ Applying for citizenship
☐ Filing for citizenship
☐ Taking the naturalization test
☐ Oath of allegiance
☐ Continuing citizenship obligations
☐ Concepts, organization of government
☐ Local
☐ State
☐ Federal
☐ Welfare services
☐ Social security
☐ Medicare
☐ Education
☐ Health
■ SOURCES OF REVENUE
☐ Local
☐ State
☐ Federal government
■ RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
☐ Executive
☐ Judicial
☐ Legislative

■ CITIZEN'S LEGAL RESPONSIBILITIES
☐ Community
☐ State
☐ Nation
☐ Need for taxation at all levels
■ COMMUNITY SERVICE
☐ Police department
☐ Fire department
☐ Water department
☐ Sanitation department
☐ Streets and maintenance department
☐ Zoning of city
☐ Libraries within the city or county
☐ Parks
☐ Social security, medicare, A.D.C.
☐ Civil defense
☐ Military services
☐ Public education, including adult education
☐ Federal and state highways
☐ National and state parks
☐ Federal, state, and community administration
■ CITIZEN'S LEGAL RIGHTS
☐ The bill of rights
☐ Freedom of religion
☐ Press
☐ Speech
☐ Assembly
☐ Petition
☐ The right to bear arms
☐ Freedom from search

☐ Protection of accused
☐ Rights of accused persons
☐ Trial by jury
☐ No excessive fines or cruel punishment
☐ Protection of minority groups
☐ Right to vote
■ THREE TYPES OF LAW
☐ Common law
☐ Statutory law
☐ Administrative law
☐ HOW LAW AFFECTS THE CITIZEN
☐ Contracts
☐ Business
☐ Marriage and divorce
☐ Employer and employee
☐ Buying and selling
☐ Agency contracts
☐ Bailment contracts
■ CIVIL LAWS
☐ Rights to protect himself and his property
☐ Auto accidents
☐ Injuries "on the job"
☐ Injury to property
☐ Injury to personal liberty
☐ Unlawful arrest
☐ Threat by assault
☐ False imprisonment
☐ Injury to reputation through libel or slander

Students Name ____________________

Level ____________________

Skills Check in Socials and citizenship

■ GETTING ACQUAINTED
☐ Getting to know each other
☐ Jobs we can do
■ JOBS OF TODAY
☐ Specific development
☐ Importance of new job skills
☐ Training and re-training
■ EMPLOYMENT SERVICES
☐ Use of public agencies
☐ Varied services of private agencies
■ EMPLOYMENT INTERVIEWS
☐ Why interview
☐ Interview preparation
☐ Interview behavior
■ PREPARING JOB APPLICATION BLANKS
☐ Purpose
☐ General information on job application
☐ Specific information
☐ Job application
☐ Employment agency application
☐ Social security number application

■ GETTING ALONG ON THE JOB
☐ Doing the job
☐ Developing good work habits
☐ Working with others
■ RESPONSIBILITIES ON THE JOB
☐ Qualities that succeed on the job
☐ Accepting job responsibilities
☐ Moving ahead on the job
☐ Vocational
☐ Occupational
☐ Educational

Students Name ____________

Level ____________

Occupational and Educational Opportunities

Students Name

Level

Skills check in Science and Health

- ■ SCIENCE
- ☐ Weather and climate
- ☐ Environmental influences
- ☐ Weather hazards
- ☐ Forecasting weather
- ☐ Precipitation
- ■ WATER PURIFICATION AND SOLVENTS
- ☐ Distillation
- ☐ Chlorination
- ☐ Filtration
- ☐ Boiling
- ☐ Recognition of polluted water
- ■ SOLVENTS
- ☐ Acetone
- ☐ Gasoline
- ☐ Turpentine
- ☐ Vinegar
- ■ EARTH FORMATION
- ☐ Rocks and minerals
- ☐ Oil and gas
- ☐ Timber
- ☐ Water
- ■ THE FIVE SENSES
- ☐ Sight
- ☐ Hearing
- ☐ Smell
- ☐ Taste
- ☐ Touch
- ■ SIMPLE MACHINES
- ☐ Lever
- ☐ Inclined plane
- ☐ Pulley
- ☐ Wheel and axle
- ☐ Wedge
- ☐ Screw
- ☐ Compass
- ☐ Terminology in electricity
- ■ HEALTH
- ☐ Cleanliness
- ☐ Hair
- ☐ Nails
- ☐ Proper bath
- ☐ Halitosis
- ☐ Clothing
- ☐ House
- ☐ Yard
- ☐ Disposal of garbage
- ☐ Pest control
- ☐ Care of eyes
- ☐ Ears
- ☐ Teeth
- ☐ Feet
- ☐ Skin
- ■ BASIC FOODS
- ☐ Balanced diet
- ☐ Milk
- ☐ Meat
- ☐ Vegetables and fruits
- ☐ Bread and cereal groups
- ☐ Recognition of spoiled food
- ☐ Meal planning
- ☐ Nutritional control
- ■ HEALTH NEEDS
- ☐ Inoculation
- ☐ Measles
- ☐ Polio
- ☐ Mumps
- ☐ Diptheria
- ☐ Small pox
- ☐ Tetanus
- ☐ Whooping cough
- ☐ Colds and flu
- ■ PERIODIC CHECK-UPS
- ☐ Cancer
- ☐ Tuberculosis
- ☐ Blood count
- ☐ Venereal disease
- ☐ Superstitions
- ☐ "Old wives tales"
- ☐ Home remedies (good and bad)
- ☐ Healers
- ☐ Prescriptions
- ☐ Patent medicines
- ☐ Other people's medicines
- ■ INSECT AND REPTILE HAZARDS
- ☐ Spiders
- ☐ Ticks
- ☐ Snakes
- ☐ Scorpions
- ☐ Mosquitoes
- ☐ Lice
- ■ BIRTH CONTROL
- ☐ Health hazards
- ☐ Reading labels and directions
- ☐ Storing
- ☐ Identifying dangerous symbols
- ☐ Using drugs and medicines
- ☐ Using inflammables safely
- ☐ Handling electrical appliances
- ☐ Water dangers
- ☐ Recreational
- ☐ Water purification
- ☐ Household pets
- ☐ Dogs (rabies)
- ☐ Cats (ringworms & rabies)
- ☐ Rabbits (encephalitis)
- ■ OCCUPATIONAL HAZARDS
- ☐ Tools
- ☐ Machinery
- ☐ Recognize insecticides
- ☐ Decontamination of vegetables
- ☐ Exposure to insecticides
- ■ COMMUNITY HAZARDS
- ☐ Drainage
- ☐ Street conditions
- ☐ Power lines and plants
- ☐ Railroad crossings
- ☐ Abandoned buildings

Name ______ Sex: M F Telephone ______
(Last) (First) (Middle)
Address ______ Birthdate ______

HEALTH

MISCELLANEOUS

Vision ______
Hearing ______
No. Visits to Doctor/Yr. ______

Citizen: Yes No
Driver's License: Yes No
Automobile: Yes No
Registered to Vote: Yes No
Subscriptions: Paper Magazine Other
Who Informed You of ABE:

Transportation:
Ethnic Origin:
Employment: FT PT None
Time on Job:
Radio TV

FAMILY ENVIRONMENT

Marital Status ______ Spouse's Name ______ His (Her) Occupation ______
Children: Number ______ Ages ______ No. in School ______

Enrollment Date ______ Termination Date ______
Reason for Termination ______

Sept.___ hrs. Oct.___ hrs. Nov.___ hrs. Dec.___ hrs. Jan.___ hrs. Feb.___ hrs. March___ hrs. April___ hrs. May___ hrs. June___ hrs. Jul.___ hrs. Aug.___ jrs.

Students Name __________

Level __________

Skills Check __________

Communication __________

- ■ LISTENING
- ☐ Listening for meaning
- ☐ Following directions
- ☐ Listening for main ideas
- ☐ Sound discrimination
- ☐ Intonation and accentuation
- ■ PRONOUNCING (phonology)
- ☐ Indicate sounds
- ☐ English vowels
- ☐ English consonants
- ☐ English dipthongs
- ☐ Clusters of sounds
- ☐ Sounds to letter correspondance
- ☐ International patterns
- ☐ Stress pitch levels
- ☐ Phrase terminations-rhythm
- ☐ English speech contrasted
- ☐ Teaching problem sounds
- ■ SPEAKING
- ☐ Informal conversation
- ☐ Question and answer
- ☐ Vocabulary study
- ☐ Vocabulary building
- ☐ Locating information
- ☐ Comprehension
- ☐ Reading manuscript
- ■ WRITING
- ☐ Motor skills
- ☐ Cursive writing
- ☐ Composition
- ☐ Tracing
- ☐ Copying
- ☐ Capitalization
- ☐ Spelling
- ☐ Punctuation
- ■ LEVEL II
- ■ LISTENING
- ☐ Following directions
- ☐ Main ideas
- ☐ Meaning
- ☐ Usage
- ☐ Intonation and accentuation
- ■ SPEAKING
- ☐ Informal Conversation
- ☐ Vocabulary
- ☐ Group discussion
- ☐ Oral reports

- ☐ Pronunciation, enunciation
- ☐ Job Interview
- ■ READING
- ☐ Vocabulary development
- ☐ Locating information
- ☐ Dictionary
- ☐ Directories
- ☐ Catalogs
- ☐ Maps
- ☐ Graphs and charts
- ☐ Reference materials
- ☐ Comprehension
- ☐ Discrimination
- ☐ Tone and mood of writer
- ☐ Quality of expression
- ☐ Inferences and assumptions
- ☐ Facts and opinions
- ☐ Judgments
- ☐ Imagery
- ■ WRITING
- ☐ Improvement of cursive writing
- ☐ Composition
- ☐ Sentence construction
- ☐ Paragraph development
- ☐ Topic sentence
- ☐ Supporting details
- ☐ Grammar
- ☐ Parts of speech
- ☐ Verb usage
- ☐ Punctuation
- ☐ Commas
- ☐ Quotation marks
- ☐ Spelling
- ☐ Capitalization
- ☐ Contractions
- ☐ Abbreviations
- ☐ Syllabication
- ☐ Income tax short forms
- ☐ Job Applications
- ■ LEVEL III

- ☐ The sentence
- ☐ Abbreviations
- ☐ Contractions
- ☐ Syllabication
- ☐ Parts of speech
- ☐ Classification of sentences
- ☐ Structure and sentence build.
- ■ DICTIONARY STUDY
- ☐ Prefixes
- ☐ Suffixes
- ☐ Pronunciation
- ☐ Synonyms
- ☐ Antonyms
- ☐ Homonyms
- ☐ Definitions
- ☐ Spelling
- ■ OUTLINING
- ■ PARAGRAPH WRITING
- ■ LETTER WRITING
- ■ JOB APPLICATIONS
- ■ LISTENING
- ☐ For main ideas
- ☐ For meaning
- ☐ For following directions
- ☐ For developing correct usage
- ☐ For intonation and accentua.
- ■ SPEAKING
- ☐ Group discussion
- ☐ Informal conversation
- ☐ Vocabulary study
- ☐ Oral reports
- ☐ Job interviews
- ■ READING
- ☐ Locating information
- ☐ Comprehension

NUMBER THEORY
Greater than
Less than
RECOGNIZE, WRITE, AND USE NUMBERS
0-9
10-100
Place value
Interpret written numbers into numerals
Interpret numerals into written words
ADDITION
One digit numbers both vertical and horizontal
Two digit numbers [illegible]
Two digit numbers [illegible] grouping - vertical and horizontal
Three rows of three digit numbers
Four digit numbers
Columnar addition
SUBTRACTION
One digit numbers both vertical and horizontal
Two digit numbers and checking
Two digit numbers and regrouping
Three digit numbers
Four digit numbers
MULTIPLICATION
One digit numbers
Three digits by one digit no carrying
Three by one digit - including carrying
Dollars by one digit
Three digits by two digits
Three digits by
DIVISION
One digit numbers
Two digits by one digit - no remainder
One-two digit dividends by one digit divisor - remainder
Three digits by two digits

INTERPRETING WORD PROBLEMS
Student written problems
Word problems with simple addition
Word problems with subtraction
Word problems with addition and subtraction
Word problems with multiplication
Word problems with division
Word problems combining operations
FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
Speed
Time
Distance
GEOMETRY
Location of places by number
Area and square units: squares, rectangles, and triangles
Volume
Circles - area and circumference
FRACTIONS
Greater than and less than
Addition and subtraction of like fractions
Multiplication
Division
Addition and subtraction of unlike fractions and mixed numbers
Mixed operations
Fractional and mixture pro-
DECIMALS
Read and write decimals
Change fractions to decimals and decimals to fractions
Addition
Subtractions
Multiplication
Division

PERCENT
Read and write percent
Change percents to decimals and decimals to fractions
Find what percent one number is of another
Percents larger than 100
Find a number of which a percent is given
CONSUMER BUYING
Installment buying
Budgeting including income and fixed expenses
Values in purchasing
Time, as related to earning power, workday, time clock, and time and a half overtime
Discount prices
Taxes
Profit and loss
GED PREPARATION
Squares and square root
Series arithmetic, geometric miscellaneous
Addition and subtractions of monomials and binomials
Factoring binomials and trinomials
Quadratic formula
Logarithms, base ten, use of tables
GED preparation (con't)
Ratio and proportion
Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
Parallel lines, transversals and parallelograms
Area of a trapezoid
Circles - chords and arcs

Students Name

Level

Skills check in Mathematics

- ■ CONCEPTS, SERVICE TO COMMUNITY
- ☐ Volunteer fireman
- ☐ Volunteer policeman
- ☐ Public office
- ☐ Community projects
- ☐ Health and welfare
- ☐ Recreation leaders
- ■ SERVICE TO STATE AND NATION
- ☐ Jury duty
- ☐ Public Office
- ☐ Voting
- ■ CONCEPTS, BECOMING AN AMERICAN
- ☐ Preparing for the naturalization
- ☐ Literary requirements
- ☐ Applying for citizenship
- ☐ Filing for citizenship
- ☐ Taking the naturalization test
- ☐ Oath of allegiance
- ☐ Continuing citizenship obligations
- ☐ Concepts, organization of government
- ☐ Local
- ☐ State
- ☐ Federal
- ☐ Welfare services
- ☐ Social security
- ☐ Medicare
- ☐ Education
- ☐ Health
- ■ SOURCES OF REVENUE
- ☐ Local
- ☐ State
- ☐ Federal government
- ■ RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
- ☐ Executive
- ☐ Judicial
- ☐ Legislative

- ■ CITIZEN'S LEGAL RESPONSIBILITIES
- ☐ Community
- ☐ State
- ☐ Nation
- ☐ Need for taxation at all levels
- ■ COMMUNITY SERVICE
- ☐ Police department
- ☐ Fire department
- ☐ Water department
- ☐ Sanitation department
- ☐ Streets and maintenance department
- ☐ Zoning of city
- ☐ Libraries within the city or county
- ☐ Parks
- ☐ Social security, medicare, A.D.C.
- ☐ Civil defense
- ☐ Military services
- ☐ Public education, including adult education
- ☐ Federal and state highways
- ☐ National and state parks
- ☐ Federal, state, and community administration
- ■ CITIZEN'S LEGAL RIGHTS
- ☐ The bill of rights
- ☐ Freedom of religion
- ☐ Press
- ☐ Speech
- ☐ Assembly
- ☐ Petition
- ☐ The right to bear arms
- ☐ Freedom from search

- ☐ Protection of accused
- ☐ Rights of accused persons
- ☐ Trial by jury
- ☐ No excessive fines or cruel punishment
- ☐ Protection of minority groups
- ☐ Right to vote
- ■ THREE TYPES OF LAW
- ☐ Common law
- ☐ Statutory law
- ☐ Administrative law
- ☐ HOW LAW AFFECTS THE CITIZEN
- ☐ Contracts
- ☐ Business
- ☐ Marriage and divorce
- ☐ Employer and employee
- ☐ Buying and selling
- ☐ Agency contracts
- ☐ Bailment contracts
- ■ CIVIL LAWS
- ☐ Rights to protect himself and his property
- ☐ Auto accidents
- ☐ Injuries "on the job"
- ☐ Injury to property
- ☐ Injury to personal liberty
- ☐ Unlawful arrest
- ☐ Threat by assualt
- ☐ False imprisonment
- ☐ Injury to reputation through libel or slander

Students Name ____________________

Level ____________________

Skills Check in Socials and citizenship

GETTING ACQUAINTED
Getting to know each other
Jobs we can do
JOBS OF TODAY
Specific development
Importance of new job skills
Training and re-training
EMPLOYMENT SERVICES
Use of public agencies
Varied services of private agencies
EMPLOYMENT INTERVIEWS
Why interview
Interview preparation
Interview behavior
PREPARING JOB APPLICATION BLANKS
Purpose
General information on job application
Specific information
Job application
Employment agency application
Social security number application

GETTING ALONG ON THE JOB
Doing the job
Developing good work habits
Working with others
RESPONSIBILITIES ON THE JOB
Qualities that succeed on the job
Accepting job responsibilities
Moving ahead on the job
Vocational
Occupational
Educational

Students Name ____________________

Level ____________________

Occupational and Educational Opportunities

Students Name

Level

Skills check in Science and Health

SCIENCE
Weather and climate
Environmental influences
Weather hazards
Forecasting weather
Precipitation
WATER PURIFICATION AND SOLVENTS
Distillation
Chlorination
Filtration
Boiling
Recognition of polluted water
SOLVENTS
Acetone
Gasoline
Turpentine
Vinegar
EARTH FORMATION
Rocks and minerals
Oil and gas
Timber
Water
THE FIVE SENSES
Sight
Hearing
Smell
Taste
Touch
SIMPLE MACHINES
Lever
Inclined plane
Pulley
Wheel and axle
Wedge
Screw
Compass
Terminology in electricity
HEALTH
Cleanliness
Hair
Nails

Proper bath
Halitosis
Clothing
House
Yard
Disposal of garbage
Pest control
Care of eyes
Ears
Teeth
Feet
Skin
BASIC FOODS
Balanced diet
Milk
Meat
Vegetables and fruits
Bread and cereal groups
Recognition of spoiled food
Meal planning
Nutritional control
HEALTH NEEDS
Inoculation
Measles
Polio
Mumps
Diptheria
Small pox
Tetanus
Whooping cough
Colds and flu
PERIODIC CHECK-UPS
Cancer
Tuberculosis
Blood count
Venereal disease
Superstitions
"Old wives tales"
Home remedies (good and bad)
Healers
Prescriptions
Patent medicines
Other people's medicines
INSECT AND REPTILE HAZARDS

Spiders
Ticks
Snakes
Scorpions
Mosquitoes
Lice
BIRTH CONTROL
Health hazards
Reading labels and direc-
Storing
Identifying dangerous symbols
Using drugs and medicines
Using inflammables safely
Handling electrical appliances
Water dangers
Recreational
Water purification
Household pets
Dogs (rabies)
Cats (ringworms & rabies)
Rabbits (encephalitis)
OCCUPATIONAL HAZARDS
Tools
Machinery
Recognize insecticides
Decontamination of vegetables
Exposure to insecticides
COMMUNITY HAZARDS
Drainage
Street conditions
Power lines and plants
Railroad crossings
Abandoned buildings

Name Sex: M F Telephone

(Last) (First) (Middle)

Address Birthdate

HEALTH MISCELLANEOUS

Vision Citizen: Yes No Transportation:

Hearing Driver's License: Yes No Ethnic Origin:

No. Visits to Doctor/Yr. Automobile: Yes No Employment: FT PT None

Registered to Vote: Yes No Time on Job:

Subscriptions: Paper Magazine Other Radio TV

Who Informed You of ABE:

FAMILY ENVIRONMENT

Marital Status Spouse's Name His (Her) Occupation

Children: Number Ages No. in School

Enrollment Date Termination Date

Reason for Termination

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ jrs.

■ LISTENING
☐ Listening for meaning
☐ Following directions
☐ Listening for main ideas
☐ Sound discrimination
☐ Intonation and accentuation
■ PRONOUNCING (phonology)
☐ Indicate sounds
☐ English vowels
☐ English consonants
☐ English dipthongs
☐ Clusters of sounds
☐ Sounds to letter correspondance
☐ International patterns
☐ Stress pitch levels
☐ Phrase terminations-rhythm
☐ English speech contrasted
☐ Teaching problem sounds
■ SPEAKING
☐ Informal conversation
☐ Question and answer
☐ Vocabulary study
☐ Vocabulary building
☐ Locating information
☐ Comprehension
☐ Reading manuscript
■ WRITING
☐ Motor skills
☐ Cursive writing
☐ Composition
☐ Tracing
☐ Copying
☐ Capitalization
☐ Spelling
☐ Punctuation
■ LEVEL II
■ LISTENING
☐ Following directions
☐ Main ideas
☐ Meaning
☐ Usage
☐ Intonation and accentuation
■ SPEAKING
☐ Informal Conversation
☐ Vocabulary
☐ Group discussion
☐ Oral reports

☐ Pronunciation, enunciation
☐ Job Interview
■ READING
☐ Vocabulary development
☐ Locating information
☐ Dictionary
☐ Directories
☐ Catalogs
☐ Maps
☐ Graphs and charts
☐ Reference materials
☐ Comprehension
☐ Discrimination
☐ Tone and mood of writer
☐ Quality of expression
☐ Inferences and assumptions
☐ Facts and opinions
☐ Judgments
☐ Imagery
■ WRITING
☐ Improvement of cursive writing
☐ Composition
☐ Sentence construction
☐ Paragraph development
☐ Topic sentence
☐ Supporting details
☐ Grammar
☐ Parts of speech
☐ Verb usage
☐ Punctuation
☐ Commas
☐ Quotation marks
☐ Spelling
☐ Capitalization
☐ Contractions
☐ Abbreviations
☐ Syllabication
☐ Income tax short forms
☐ Job Applications
■ LEVEL III

☐ The sentence
☐ Abbreviations
☐ Contractions
☐ Syllabication
☐ Parts of speech
☐ Classification of sentences
☐ Structure and sentence build.
■ DICTIONARY STUDY
☐ Prefixes
☐ Suffixes
☐ Pronunciation
☐ Synonyms
☐ Antonyms
☐ Homonyms
☐ Definitions
☐ Spelling
■ OUTLINING
■ PARAGRAPH WRITING
■ LETTER WRITING
■ JOB APPLICATIONS
■ LISTENING
☐ For main ideas
☐ For meaning
☐ For following directions
☐ For developing correct usage
☐ For intonation and accentua.
■ SPEAKING
☐ Group discussion
☐ Informal conversation
☐ Vocabulary study
☐ Oral reports
☐ Job interviews
■ READING
☐ Locating information
☐ Comprehension

Students Name ____________

Level ____________

Skills Check ____________

Communication ____________

NUMBER THEORY
☐ Greater than
☐ Less than
RECOGNIZE, WRITE, AND USE NUMBERS
☐ 0-9
☐ 10-100
☐ Place value
☐ Interpret written numbers into numerals
☐ Interpret numerals into written words
ADDITION
☐ One digit numbers both vertical and horizontal
☐ Two digit numbers
☐ Two digit numbers - regrouping - vertical and horizontal
☐ Three rows of three digit numbers
☐ Four digit numbers
☐ Columnar addition
SUBTRACTION
☐ One digit numbers both vertical and horizontal
☐ Two digit numbers and checking
☐ Two digit numbers and regrouping
☐ Three digit numbers
☐ Four digit numbers
MULTIPLICATION
☐ One digit numbers
☐ Three digits by one digit no carrying
☐ Three by one digit - including carrying
☐ Dollars by one digit
☐ Three digits by two digits
☐ Three digits by
DIVISION
☐ One digit numbers
☐ Two digits by one digit - no remainder
☐ One-two digit dividends by one digit divisor - remainder
☐ Three digits by two digits

INTERPRETING WORD PROBLEMS
☐ Student written problems
☐ Word problems with simple addition
☐ Word problems with subtraction
☐ Word problems with addition and subtraction
☐ Word problems with multiplication
☐ Word problems with division
☐ Word problems combining operations
FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
☐ Speed
☐ Time
☐ Distance
GEOMETRY
☐ Location of places by number
☐ Area and square units: squares, rectangles, and triangles
☐ Volume
☐ Circles - area and circumference
FRACTIONS
☐ Greater than and less than
☐ Addition and subtraction of like fractions
☐ Multiplication
☐ Division
☐ Addition and subtraction of unlike fractions and mixed numbers
☐ Mixed operations
☐ Fractional and mixture pro-
DECIMALS
☐ Read and write decimals
☐ Change fractions to decimals and decimals to fractions
☐ Addition
☐ Subtractions
☐ Multiplication
☐ Division

PERCENT
☐ Read and write percent
☐ Change percents to decimals and decimals to fractions
☐ Find what percent one number is of another
☐ Percents larger than 100
☐ Find a number of which a percent is given
CONSUMER BUYING
☐ Installment buying
☐ Budgeting including income and fixed expenses
☐ Values in purchasing power, workday, time clock, and time and a half overtime
☐ Time, as related to earning
☐ Discount prices
☐ Taxes
☐ Profit and loss
GED PREPARATION
☐ Squares and square root
☐ Series arithmetic, geometric miscellaneous
☐ Addition and subtractions of monomials and binomials
☐ Factoring binomials and trinomials
☐ Quadratic formula
☐ Logarithms, base ten, use of tables
☐ GED preparation (con't)
☐ Ratio and proportion
☐ Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
☐ Parallel lines, transversals and parallelograms
☐ Area of a trapezoid
☐ Circles - chords and arcs

Students Name ____________
Level ____________
Skills check in Mathematics

■ CONCEPTS, SERVICE TO COMMUNITY
☐ Volunteer fireman
☐ Volunteer policeman
☐ Public office
☐ Community projects
☐ Health and welfare
☐ Recreation leaders
■ SERVICE TO STATE AND NATION
☐ Jury duty
☐ Public Office
☐ Voting
■ CONCEPTS, BECOMING AN AMERICAN
☐ Preparing for the naturalization
☐ Literary requirements
☐ Applying for citizenship
☐ Filing for citizenship
☐ Taking the naturalization test
☐ Oath of allegiance
☐ Continuing citizenship obligations
☐ Concepts, organization of government
☐ Local
☐ State
☐ Federal
☐ Welfare services
☐ Social security
☐ Medicare
☐ Education
☐ Health
■ SOURCES OF REVENUE
☐ Local
☐ State
☐ Federal government
■ RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
☐ Executive
☐ Judicial
☐ Legislative

■ CITIZEN'S LEGAL RESPONSIBILITIES
☐ Community
☐ State
☐ Nation
☐ Need for taxation at all levels
■ COMMUNITY SERVICE
☐ Police department
☐ Fire department
☐ Water department
☐ Sanitation department
☐ Streets and maintenance department
☐ Zoning of city
☐ Libraries within the city or county
☐ Parks
☐ Social security, medicare, A.D.C.
☐ Civil defense
☐ Military services
☐ Public education, including adult education
☐ Federal and state highways
☐ National and state parks
☐ Federal, state, and community administration
■ CITIZEN'S LEGAL RIGHTS
☐ The bill of rights
☐ Freedom of religion
☐ Press
☐ Speech
☐ Assembly
☐ Petition
☐ The right to bear arms
☐ Freedom from search

☐ Protection of accused
☐ Rights of accused persons
☐ Trial by jury
☐ No excessive fines or cruel punishment
☐ Protection of minority groups
☐ Right to vote
■ THREE TYPES OF LAW
☐ Common law
☐ Statutory law
☐ Administrative law
☐ HOW LAW AFFECTS THE CITIZEN
☐ Contracts
☐ Business
☐ Marriage and divorce
☐ Employer and employee
☐ Buying and selling
☐ Agency contracts
☐ Bailment contracts
■ CIVIL LAWS
☐ Rights to protect himself and his property
☐ Auto accidents
☐ Injuries "on the job"
☐ Injury to property
☐ Injury to personal liberty
☐ Unlawful arrest
☐ Threat by assualt
☐ False imprisonment
☐ Injury to reputation through libel or slander

Students Name ____________________

Level ____________________

Skills Check in Socials and citizenship

GETTING ACQUAINTED
Getting to know each other
Jobs we can do
JOBS OF TODAY
Specific development
Importance of new job skills
Training and re-training
EMPLOYMENT SERVICES
Use of public agencies
Varied services of private agencies
EMPLOYMENT INTERVIEWS
Why interview
Interview preparation
Interview behavior
PREPARING JOB APPLICATION BLANKS
Purpose
General information on job application
Specific information
Job application
Employment agency application
Social security number application

GETTING ALONG ON THE JOB
Doing the job
Developing good work habits
Working with others
RESPONSIBILITIES ON THE JOB
Qualities that succeed on the job
Accepting job responsibilities
Moving ahead on the job
Vocational
Occupational
Educational

Students Name

Level

Occupational and Educational Opportunities

Students Name

Level

Skills check in Science and Health

- SCIENCE
- Weather and climate
- Environmental influences
- Weather hazards
- Forecasting weather
- Precipitation
- WATER PURIFICATION AND SOLVENTS
- Distillation
- Chlorination
- Filtration
- Boiling
- Recognition of polluted water
- SOLVENTS
- Acetone
- Gasoline
- Turpentine
- Vinegar
- EARTH FORMATION
- Rocks and minerals
- Oil and gas
- Timber
- Water
- THE FIVE SENSES
- Sight
- Hearing
- Smell
- Taste
- Touch
- SIMPLE MACHINES
- Lever
- Inclined plane
- Pulley
- Wheel and axle
- Wedge
- Screw
- Compass
- Terminology in electricity
- HEALTH
- Cleanliness
- Hair
- Nails
- Proper bath
- Halitosis
- Clothing
- House
- Yard
- Disposal of garbage
- Pest control
- Care of eyes
- Ears
- Teeth
- Feet
- Skin
- BASIC FOODS
- Balanced diet
- Milk
- Meat
- Vegetables and fruits
- Bread and cereal groups
- Recognition of spoiled food
- Meal planning
- Nutritional control
- HEALTH NEEDS
- Inoculation
- Measles
- Polio
- Mumps
- Diptheria
- Small pox
- Tetanus
- Whooping cough
- Colds and flu
- PERIODIC CHECK-UPS
- Cancer
- Tuberculosis
- Blood count
- Venereal disease
- Superstitions
- "Old wives tales"
- Home remedies (good and bad)
- Healers
- Prescriptions
- Patent medicines
- Other people's medicines
- INSECT AND REPTILE HAZARDS
- Spiders
- Ticks
- Snakes
- Scorpions
- Mosquitoes
- Lice
- BIRTH CONTROL
- Health hazards
- Reading labels and direc-
- Storing
- Identifying dangerous symbols
- Using drugs and medicines
- Using inflammables safely
- Handling electrical appliances
- Water dangers
- Recreational
- Water purification
- Household pets
- Dogs (rabies)
- Cats (ringworms & rabies)
- Rabbits (encephalitis)
- OCCUPATIONAL HAZARDS
- Tools
- Machinery
- Recognize insecticides
- Decontamination of vegetables
- Exposure to insecticides
- COMMUNITY HAZARDS
- Drainage
- Street conditions
- Power lines and plants
- Railroad crossings
- Abandoned buildings

Name ____________________ Sex: M F Telephone ____________________
(Last) (First) (Middle)

Address ____________________ Birthdate ____________________

HEALTH

MISCELLANEOUS

Vision ____________________ Citizen: Yes No Transportation: ____________________

Hearing ____________________ Driver's License: Yes No Ethnic Origin: ____________________

No. Visits to Doctor/Yr. ____________________ Automobile: Yes No Employment: FT PT None

____________________ Registered to Vote: Yes No Time on Job: ____________________

____________________ Subscriptions: Paper Magazine Other Radio TV

____________________ Who Informed You of ABE: ____________________

FAMILY ENVIRONMENT

Marital Status ____________________ Spouse's Name ____________________ His (Her) Occupation ____________________

Children: Number ____________________ Ages ____________________ No. in School ____________________

Enrollment Date ____________________ Termination Date ____________________

Reason for Termination ____________________

Sept.____ hrs. Oct.____ hrs. Nov.____ hrs. Dec.____ hrs. Jan.____ hrs. Feb.____ hrs. March____ hrs. April____ hrs. May____ hrs. June____ hrs. Jul.____ hrs. Aug.____ jrs.

Students Name ____________

Level ____________

Skills Check ____________

Communication ____________

LISTENING
Listening for meaning
Following directions
Listening for main ideas
Sound discrimination
Intonation and accentuation
PRONOUNCING (phonology)
Indicate sounds
English vowels
English consonants
English dipthongs
Clusters of sounds
Sounds to letter correspondance
International patterns
Stress pitch levels
Phrase terminations-rhythm
English speech contrasted
Teaching problem sounds
SPEAKING
Informal conversation
Question and answer
Vocabulary study
Vocabulary building
Locating information
Comprehension
Reading manuscript
WRITING
Motor skills
Cursive writing
Composition
Tracing
Copying
Capitalization
Spelling
Punctuation
LEVEL II
LISTENING
Following directions
Main ideas
Meaning
Usage
Intonation and accentuation
SPEAKING
Informal Conversation
Vocabulary
Group discussion
Oral reports

Pronunciation, enunciation
Job Interview
READING
Vocabulary development
Locating information
Dictionary
Directories
Catalogs
Maps
Graphs and charts
Reference materials
Comprehension
Discrimination
Tone and mood of writer
Quality of expression
Inferences and assumptions
Facts and opinions
Judgments
Imagery
WRITING
Improvement of cursive writing
Composition
Sentence construction
Paragraph development
Topic sentence
Supporting details
Grammar
Parts of speech
Verb usage
Punctuation
Commas
Quotation marks
Spelling
Capitalization
Contractions
Abbreviations
Syllabication
Income tax short forms
Job Applications
LEVEL III

The sentence
Abbreviations
Contractions
Syllabication
Parts of speech
Classification of sentences
Structure and sentence build.
DICTIONARY STUDY
Prefixes
Suffixes
Pronunciation
Synonyms
Antonyms
Homonyms
Definitions
Spelling
OUTLINING
PARAGRAPH WRITING
LETTER WRITING
JOB APPLICATIONS
LISTENING
For main ideas
For meaning
For following directions
For developing correct usage
For intonation and accentua.
SPEAKING
Group discussion
Informal conversation
Vocabulary study
Oral reports
Job interviews
READING
Locating information
Comprehension

Students Name ____________

Level ____________

Skills check in Mathematics

■ NUMBER THEORY
- ☐ Greater than
- ☐ Less than

☐ RECOGNIZE, WRITE, AND USE NUMBERS
- ☐ 0-9
- ☐ 10-100
- ☐ Place value
- ☐ Interpret written numbers into numerals
- ☐ Interpret numerals into written words

■ ADDITION
- ☐ One digit numbers both vertical and horizontal
- ☐ Two digit numbers
- ☐ Two digit numbers - regrouping - vertical and horizontal
- ☐ Three rows of three digit numbers
- ☐ Four digit numbers
- ☐ Columnar addition

■ SUBTRACTION
- ☐ One digit numbers both vertical and horizontal
- ☐ Two digit numbers and checking
- ☐ Two digit numbers and regrouping
- ☐ Three digit numbers
- ☐ Four digit numbers

■ MULTIPLICATION
- ☐ One digit numbers
- ☐ Three digits by one digit no carrying
- ☐ Three by one digit - including carrying
- ☐ Dollars by one digit
- ☐ Three digits by two digits
- ☐ Three digits by

■ DIVISION
- ☐ One digit numbers
- ☐ Two digits by one digit - no remainder
- ☐ One-two digit dividends by one digit divisor - remainder
- ☐ Three digits by two digits

■ INTERPRETING WORD PROBLEMS
- ☐ Student written problems
- ☐ Word problems with simple addition
- ☐ Word problems with subtraction
- ☐ Word problems with addition and subtraction
- ☐ Word problems with multiplication
- ☐ Word problems with division
- ☐ Word problems combining operations

■ FOUR BASIC ARITHMETICAL OPERATIONS IN PRACTICAL APPLICATIONS
- ☐ Speed
- ☐ Time
- ☐ Distance

■ GEOMETRY
- ☐ Location of places by number
- ☐ Area and square units: squares, rectangles, and triangles
- ☐ Volume
- ☐ Circles - area and circumference

■ FRACTIONS
- ☐ Greater than and less than
- ☐ Addition and subtraction of like fractions
- ☐ Multiplication
- ☐ Division
- ☐ Addition and subtraction of unlike fractions and mixed numbers
- ☐ Mixed operations
- ☐ Fractional and mixture problems

■ DECIMALS
- ☐ Read and write decimals
- ☐ Change fractions to decimals and decimals to fractions
- ☐ Addition
- ☐ Subtractions
- ☐ Multiplication
- ☐ Division

■ PERCENT
- ☐ Read and write percent
- ☐ Change percents to decimals and decimals to fractions
- ☐ Find what percent one number is of another
- ☐ Percents larger than 100
- ☐ Find a number of which a percent is given

■ CONSUMER BUYING
- ☐ Installment buying
- ☐ Budgeting including income and fixed expenses
- ☐ Values in purchasing
- ☐ Time, as related to earning power, workday, time clock, and time and a half overtime
- ☐ Discount prices
- ☐ Taxes
- ☐ Profit and loss

■ GED PREPARATION
- ☐ Squares and square root
- ☐ Series arithmetic, geometric miscellaneous
- ☐ Addition and subtractions of monomials and binomials
- ☐ Factoring binomials and trinomials
- ☐ Quadratic formula
- ☐ Logarithms, base ten, use of tables

☐ GED preparation (con't)
- ☐ Ratio and proportion
- ☐ Congruent angles, triangles quadrilaterals, right isosceles equilateral triangles
- ☐ Parallel lines, transversals and parallelograms
- ☐ Area of a trapezoid
- ☐ Circles - chords and arcs

Students Name ____________

Level ____________

Skills Check in Socials and citizenship ____________

- Protection of accused
- Rights of accused persons
- Trial by jury
- No excessive fines or cruel punishment
- Protection of minority groups
- Right to vote
- THREE TYPES OF LAW
- Common law
- Statutory law
- Administrative law
- HOW LAW AFFECTS THE CITIZEN
- Contracts
- Business
- Marriage and divorce
- Employer and employee
- Buying and selling
- Agency contracts
- Bailment contracts
- CIVIL LAWS
- Rights to protect himself and his property
- Auto accidents
- Injuries "on the job"
- Injury to property
- Injury to personal liberty
- Unlawful arrest
- Threat by assualt
- False imprisonment
- Injury to reputation through libel or slander

- CITIZEN'S LEGAL RESPONSIBILITIES
- Community
- State
- Nation
- Need for taxation at all levels
- COMMUNITY SERVICE
- Police department
- Fire department
- Water department
- Sanitation department
- Streets and maintenance department
- Zoning of city
- Libraries within the city or county
- Parks
- Social security, medicare, A.D.C.
- Civil defense
- Military services
- Public education, including adult education
- Federal and state highways
- National and state parks
- Federal, state, and community administration
- CITIZEN'S LEGAL RIGHTS
- The bill of rights
- Freedom of religion
- Press
- Speech
- Assembly
- Petition
- The right to bear arms
- Freedom from search

- CONCEPTS, SERVICE TO COMMUNITY
- Volunteer fireman
- Volunteer policeman
- Public office
- Community projects
- Health and welfare
- Recreation leaders
- SERVICE TO STATE AND NATION
- Jury duty
- Public Office
- Voting
- CONCEPTS, BECOMING AN AMERICAN
- Preparing for the naturalization
- Literary requirements
- Applying for citizenship
- Filing for citizenship
- Taking the naturalization test
- Oath of allegiance
- Continuing citizenship obligations
- Concepts, organization of government
- Local
- State
- Federal
- Welfare services
- Social security
- Medicare
- Education
- Health
- SOURCES OF REVENUE
- Local
- State
- Federal government
- RESPONSIBILITIES OF THREE BRANCHES OF GOVERNMENT
- Executive
- Judicial
- Legislative

- GETTING ACQUAINTED
  - Getting to know each other
  - Jobs we can do
- JOBS OF TODAY
  - Specific development
  - Importance of new job skills
  - Training and re-training
- EMPLOYMENT SERVICES
  - Use of public agencies
  - Varied services of private agencies
- EMPLOYMENT INTERVIEWS
  - Why interview
  - Interview preparation
  - Interview behavior
- PREPARING JOB APPLICATION BLANKS
  - Purpose
  - General information on job application
  - Specific information
  - Job application
  - Employment agency application
  - Social security number application

- GETTING ALONG ON THE JOB
  - Doing the job
  - Developing good work habits
  - Working with others
- RESPONSIBILITIES ON THE JOB
  - Qualities that succeed on the job
  - Accepting job responsibilities
  - Moving ahead on the job
  - Vocational
  - Occupational
  - Educational

Students Name __________

Level __________

Occupational and Educational Opportunities

Students Name

Level

Skills check in Science
and Health

SCIENCE
Weather and climate
Environmental influences
Weather hazards
Forecasting weather
Precipitation
WATER PURIFICATION AND
SOLVENTS
Distillation
Chlorination
Filtration
Boiling
Recognition of polluted
water
SOLVENTS
Acetone
Gasoline
Turpentine
Vinegar
EARTH FORMATION
Rocks and minerals
Oil and gas
Timber
Water
THE FIVE SENSES
Sight
Hearing
Smell
Taste
Touch
SIMPLE MACHINES
Lever
Inclined plane
Pulley
Wheel and axle
Wedge
Screw
Compass
Terminology in electricity
HEALTH
Cleanliness
Hair
Nails

Proper bath
Halitosis
Clothing
House
Yard
Disposal of garbage
Pest control
Care of eyes
Ears
Teeth
Feet
Skin
BASIC FOODS
Balanced diet
Milk
Meat
Vegetables and fruits
Bread and cereal groups
Recognition of spoiled food
Meal planning
Nutritional control
HEALTH NEEDS
Inoculation
Measles
Polio
Mumps
Diptheria
Small pox
Tetanus
Whooping cough
Colds and flu
PERIODIC CHECK-UPS
Cancer
Tuberculosis
Blood count
Venereal disease
Superstitions
"Old wives tales"
Home remedies (good and bad)
Healers
Prescriptions
Patent medicines
Other people's medicines
INSECT AND REPTILE HAZARDS

Spiders
Ticks
Snakes
Scorpions
Mosquitoes
Lice
BIRTH CONTROL
Health hazards
Reading labels and direc-
Storing
Identifying dangerous sym-
bols
Using drugs and medicines
Using inflammables safely
Handling electrical appli-
ances
Water dangers
Recreational
Water purification
Household pets
Dogs (rabies)
Cats (ringworms & rabies)
Rabbits (encephalitis)
OCCUPATIONAL HAZARDS
Tools
Machinery
Recognize insecticides
Decontamination of veg-
etables
Exposure to insecticides
COMMUNITY HAZARDS
Drainage
Street conditions
Power lines and plants
Railroad crossings
Abandoned buildings

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